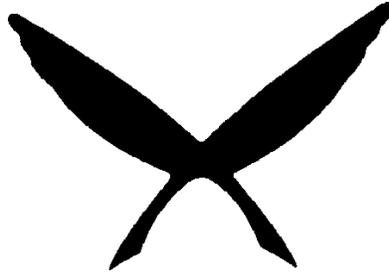


# CHAPTER 79



YEOMAN  
(YN)

NAVPERS 18068-79E  
CH-54

Updated: April 2013

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YEOMAN (YN)

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

YEOMAN (YN)



SCOPE OF RATING

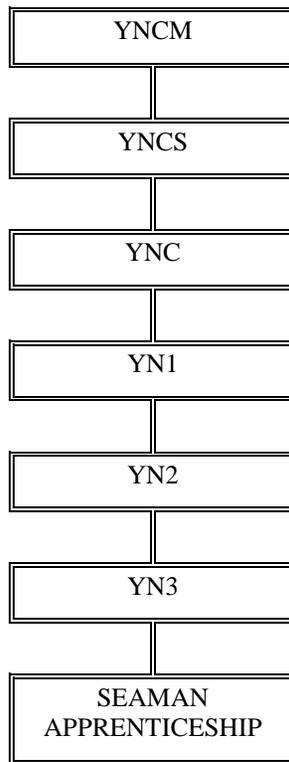
Yeomen (YN) perform clerical, customer service, personnel/physical security, and general administrative duties, including typing and filing; prepare and route correspondence, reports and electronic service record entries; maintain records and publications; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting and detaching procedures and required retention and transition counseling; prepare and maintain personnel security documents; perform other personnel related functions; and serve as executive office managers.

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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) as Chapter 79.

## 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

**Administrative Assistant**

NEBC Job Code

**001802**

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

ADMINISTRATIVE ASSISTANT

Short Title (10 Characters)

ADM ASST

Pay Plan

Enlisted

Career Field

YN

Other Relationships and Rules

None

Job Description

Administrative Assistants assist in daily operations of office; prepare, type, and route correspondence and reports; and operate personal computers, reproduction machines, audio-recording devices, and other office machines.

**DoD Relationship**

Group Title

Administrators, General

DoD Code

270100

**O\*NET Relationship**

Occupation Title

Executive Secretaries and  
Administrative Assistants

SOC Code

43-6011.00

Job Family

Office and Administrative  
Support

Skills

*Reading Comprehension*

*Writing*

*Monitoring*

*Coordination*

*Management of Material Resources*

*Speaking*

*Systems Evaluation*

*Critical Thinking*

*Mathematics*

*Service Orientation*

Abilities

*Written Comprehension*

*Written Expression*

*Information Ordering*

*Inductive Reasoning*

*Oral Expression*

*Oral Comprehension*

*Category Flexibility*

*Wrist-Finger Speed*

**CORRESPONDENCE**

Paygrade

Task Type

Task Statements

E4	CORE	Draft classification markings on correspondence and directives
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews
E4	CORE	Review message traffic
E4	CORE	Route incoming correspondence

**LEGAL**

Paygrade

Task Type

Task Statements

E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E4	CORE	Record disciplinary proceedings actions

## **SECURITY**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Assist personnel in completing security clearance paperwork
E5	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Conduct security briefings
E4	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (e.g., mailing and hand carry)
E4	CORE	Prepare foreign exception packages
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

## **TECHNICAL ADMINISTRATION**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	CORE	Counsel personnel on pay, allowances and entitlements
E4	CORE	Create records management files
E4	CORE	Maintain Leave Authorization Number (LAN) logs
E4	CORE	Prepare Certificate of Discharge from Active Duty (DD 214WS)
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals)
E4	CORE	Prepare electronic service record entries
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare interviewers' appraisal sheets
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E4	CORE	Prepare personnel documents (e.g., personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies)
E4	CORE	Prepare Standard Transfer Orders (STO)
E4	CORE	Track classified mail
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records

## **TRAVEL**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E5	CORE	Prepare Temporary Additional Duty Target (TADTAR) funding budget reports
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers

NEBC Job Title

**Administrative Supervisor**

NEBC Job Code

**001810**

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

ADMINISTRATIVE SUPERVISOR

Short Title (10 Characters)

ADM SUP

Pay Plan

Enlisted

Career Field

YN

Other Relationships and Rules

2514

Job Description

Administrative Supervisors train and supervise administrative personnel; organize and maintain files, records and official publications; perform administrative daily operations; and support legal proceedings.

**DoD Relationship**

Group Title

Administration, General

DoD Code

151000

**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

*Reading Comprehension*

*Monitoring*

*Writing*

*Systems Evaluation*

*Coordination*

*Management of Material Resources*

*Critical Thinking*

*Mathematics*

*Learning Strategies*

*Speaking*

Abilities

*Written Comprehension*

*Written Expression*

*Information Ordering*

*Inductive Reasoning*

*Oral Expression*

*Oral Comprehension*

*Category Flexibility*

*Problem Sensitivity*

*Visualization*

*Deductive Reasoning*

**CORRESPONDENCE**

Paygrade

Task Type

Task Statements

E4	CORE	Draft classification markings on correspondence and directives
E6	CORE	Draft congressional inquiry replies
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E5	CORE	Maintain reports control systems
E5	CORE	Manage forms control programs
E6	CORE	Manage official mail control programs
E6	CORE	Manage recurring reports
E6	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E6	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations
E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews
E4	CORE	Review message traffic
E4	CORE	Route incoming correspondence

## LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E5	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E7	CORE	Process Freedom of Information Act (FOIA) requests
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

## SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E4	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate design and construct Sensitive Compartmented Information Facility (SCIF)
E7	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E7	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (e.g., mailing and hand carry)
E4	CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)

E7	CORE	Prepare Sensitive Compartmented Information Facility (SCIF) modification documents
E5	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E7	NON-CORE	Review Sensitive Compartmented Information Facility (SCIF) construction for accreditation
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	NON-CORE	Verify classified receipt records
E6	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

#### **TECHNICAL ADMINISTRATION**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E6	CORE	Compile command history inputs
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Maintain Leave Authorization Number (LAN) logs
E6	CORE	Manage classified material control programs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E6	CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare Certificate of Discharge from Active Duty (DD 214WS)
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals)
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare interviewers' appraisal sheets
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E4	CORE	Prepare personnel documents (e.g., personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies)
E4	CORE	Prepare Standard Transfer Orders (STO)
E5	CORE	Process approved awards
E6	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E6	NON-CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets

E5	CORE	Process pay documents
E7	CORE	Release Naval messages
E4	CORE	Track classified mail
E6	CORE	Update Activity Manpower Documents (AMD)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E5	CORE	Update member's enlisted service records
E5	CORE	Update Officer Distribution Control Reports (ODCR)
E5	CORE	Verify Certificates of Discharge or Release from Active Duty (DD-214)
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	CORE	Verify electronic service record entries
E6	CORE	Verify Enlisted Distribution Verification Reports (EDVR)
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E6	CORE	Verify passenger reservation requests

### **TRAVEL**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E6	CORE	Manage Temporary Additional Duty (TAD) program
E6	CORE	Manage travel card programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel liquidation forms
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer document submissions

NEBC Job Title

**Office Manager**

NEBC Job Code

**001815**

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

OFFICE MANAGER

Short Title (10 Characters)

OFF MGR

Pay Plan

Enlisted

Career Field

YN

Other Relationships and Rules

2514

Job Description

Office Managers supervise office personnel administration; communicate work procedures and policies to staff; supervise the work of office, administrative, or customer service personnel to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems; evaluate job performance and compliance with regulations and recommend appropriate personnel action; interface and advise executive level personnel; and prepare and issue work schedules, deadlines, and duty assignments of office personnel.

**DoD Relationship**

Group Title

Administration, General

DoD Code

151000

**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

*Reading Comprehension*

*Monitoring*

*Writing*

*Systems Evaluation*

*Coordination*

*Management of Material Resources*

*Critical Thinking*

*Mathematics*

*Learning Strategies*

*Speaking*

Abilities

*Written Comprehension*

*Written Expression*

*Information Ordering*

*Inductive Reasoning*

*Oral Expression*

*Oral Comprehension*

*Category Flexibility*

*Problem Sensitivity*

*Visualization*

*Deductive Reasoning*

**CORRESPONDENCE**

Paygrade

Task Type

Task Statements

E4	CORE	Draft classification markings on correspondence and directives
E6	CORE	Draft congressional inquiry replies
E4	CORE	File administrative material
E4	CORE	Maintain award ticklers
E4	CORE	Maintain command directive case files
E5	CORE	Maintain reports control systems
E5	CORE	Manage forms control programs
E6	CORE	Manage official mail control programs
E6	CORE	Manage recurring reports
E6	CORE	Prepare command investigation reports
E4	CORE	Prepare command muster reports
E4	CORE	Prepare correspondence
E6	CORE	Prepare letters of reprimand or admonishment
E4	CORE	Prepare naval messages
E4	CORE	Prepare personal award citations

E4	CORE	Prepare Personal Awards Recommendation (OPNAV 1650/3)
E4	CORE	Process annual directive reviews
E4	CORE	Review message traffic
E4	CORE	Route incoming correspondence

#### **LEGAL**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	CORE	Maintain Unit Punishment Books (UPB)
E6	CORE	Prepare administrative board documents
E4	CORE	Prepare administrative separation packages
E4	CORE	Prepare Charge Sheets (DD-458)
E5	CORE	Prepare Non-Judicial Punishment (NJP) documents
E5	CORE	Prepare Report and Disposition of Offense (NAVPERS 1626/7) forms
E7	CORE	Process Freedom of Information Act (FOIA) requests
E4	CORE	Record disciplinary proceedings actions
E6	CORE	Verify administrative separation correspondence
E7	CORE	Verify command investigation records
E6	CORE	Verify Non-Judicial Punishment (NJP) documents

#### **SECURITY**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	CORE	Assist personnel with Sensitive Compartmented Information (SCI) access ineligibility appeals
E5	NON-CORE	Brief Department of Navy Central Adjudication Facility (DONCAF) Letter of Intent (LOI) procedures
E5	NON-CORE	Change codes to combination locks
E6	NON-CORE	Conduct Emergency Action Plan (EAP) training
E5	NON-CORE	Conduct security briefings
E4	NON-CORE	Conduct Sensitive Compartmented Information (SCI) eligibility pre-screens
E6	NON-CORE	Conduct Special Security Representative (SSR) training
E7	NON-CORE	Coordinate design and construct Sensitive Compartmented Information Facility (SCIF)
E7	NON-CORE	Coordinate with Department of Navy Central Adjudication Facility (DONCAF) and Office of Personnel Management (OPM) on personnel access issues
E4	CORE	Distribute materials to Defense Courier Service (DCS) stations
E4	CORE	Draft clearance adjudications
E4	CORE	Draft inadvertent disclosure oaths
E4	CORE	Generate classified mail receipt tracers
E7	NON-CORE	Implement Emergency Action Plans (EAP)
E4	CORE	Input data into Joint Personnel Adjudication System (JPAS)
E5	NON-CORE	Inspect Sensitive Compartmented Information Facilities (SCIF)
E4	NON-CORE	Inventory classified material
E4	NON-CORE	Issue Sensitive Compartmented Information Facility (SCIF) security badges
E6	NON-CORE	Maintain physical and personnel security awareness programs
E5	CORE	Monitor personnel security notification process
E4	NON-CORE	Prepare inbound and outbound Defense Courier Service (DCS) inventories
E4	CORE	Prepare classified material (e.g., mailing and hand carry)

E4	CORE	Prepare foreign exception packages
E5	CORE	Prepare monthly Sensitive Compartmented Information (SCI) personnel security violation reports
E5	CORE	Prepare Security Access Eligibility Reports (SAER)
E7	CORE	Prepare Sensitive Compartmented Information Facility (SCIF) modification documents
E5	CORE	Process Defense Courier Service (DCS) Authorization Records (USTRANSCOM IMT 10)
E4	NON-CORE	Process security termination statements
E4	CORE	Process Single Scope Background Investigation (SSBI) documents
E5	NON-CORE	Request Sensitive Compartmented Information (SCI) access upgrades
E4	NON-CORE	Review Electronic Questionnaires for Investigations Processing (E-QIP)
E7	NON-CORE	Review Sensitive Compartmented Information Facility (SCIF) construction for accreditation
E5	NON-CORE	Update Emergency Action Plans (EAP)
E6	NON-CORE	Verify classified receipt records
E6	CORE	Verify personnel security investigation requests
E4	CORE	Verify Sensitive Compartmented Information Facility (SCIF) security badge system access requirements

#### **TECHNICAL ADMINISTRATION**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Certify Special Duty Assignment Pay (SDAP)
E6	CORE	Compile command history inputs
E6	CORE	Coordinate formal command ceremonies
E5	CORE	Counsel personnel on pay, allowances and entitlements
E4	CORE	Create records management files
E4	CORE	Create routing organizations in E-Leave
E4	CORE	Maintain Leave Authorization Number (LAN) logs
E6	CORE	Manage classified material control programs
E6	CORE	Manage command fitness report and evaluation programs
E6	CORE	Manage directives review programs
E6	CORE	Manage personal correspondence of executive level personnel
E7	CORE	Manage records management programs
E4	CORE	Prepare Certificate of Discharge from Active Duty (DD 214WS)
E4	CORE	Prepare directives (e.g., instructions, notices, publications, manuals)
E4	CORE	Prepare electronic service record entries
E5	NON-CORE	Prepare executive speeches
E4	CORE	Prepare Identification Card Applications (DD-1172-2)
E4	CORE	Prepare interviewers' appraisal sheets
E4	CORE	Prepare Navy Standard Integrated Personnel System (NSIPS) service record entries
E4	CORE	Prepare personnel documents (e.g., personnel receipts, Permanent Change of Station (PCS) notifications, command ceremonies)
E4	CORE	Prepare Standard Transfer Orders (STO)
E5	CORE	Process approved awards

E6	CORE	Process fitness reports and enlisted performance evaluations
E5	NON-CORE	Process foreign area clearance requests
E6	NON-CORE	Process Navy Enlisted Classification (NEC) code change requests
E7	CORE	Process Navy-wide examination answer sheets
E5	CORE	Process pay documents
E7	CORE	Release Naval messages
E4	CORE	Track classified mail
E6	CORE	Update Activity Manpower Documents (AMD)
E5	CORE	Update Individual Personnel Tempo (ITEMPO) records
E5	CORE	Update member's enlisted service records
E5	CORE	Update Officer Distribution Control Reports (ODCR)
E5	CORE	Verify Certificates of Discharge or Release from Active Duty (DD-214)
E6	CORE	Verify command muster reports
E7	CORE	Verify completion of enlisted advancement worksheets
E6	CORE	Verify electronic service record entries
E6	CORE	Verify Enlisted Distribution Verification Reports (EDVR)
E6	CORE	Verify Leave Requests Authorizations (NAVCOMPT Form 3065)
E6	CORE	Verify passenger reservation requests

#### **TRAVEL**

<b><u>Pavgrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E7	CORE	Approve Defense Travel System (DTS) authorizations and vouchers
E6	CORE	Manage Temporary Additional Duty (TAD) program
E6	CORE	Manage travel card programs
E6	CORE	Monitor commands Defense Travel System (DTS) program
E4	CORE	Prepare Request and Authorization for TDY Travel of DoD Personnel (DD FORM 1610)
E4	CORE	Process change of station passenger reservation requests
E4	CORE	Review Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Review travel liquidation forms
E6	CORE	Verify Defense Travel System (DTS) authorizations and vouchers
E5	CORE	Verify receipt documents
E5	CORE	Verify Temporary Additional Duty Target (TADTAR) funding budget reports
E5	CORE	Verify transfer document submissions