

NAVAL STANDARDS

E1 through E9

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.

CONTENTS

Page

<u>Functional Areas</u>	2
 <u>Paygrade</u>	
Apprentice (E-1)	3
Apprentice (E-2)	5
Apprentice (E-3)	12
Petty Officer Third Class (E-4)	13
Petty Officer Second Class (E-5)	15
Petty Officer First Class (E-6)	17
Chief Petty Officer (E-7)	19
Senior Chief Petty Officer (E-8).....	21
Master Chief Petty Officer (E-9).....	22

'Type Change' legend:

- AAdded/New Task
- R Revised Task
- F Functional Area Change
- DDelete
- P Paygrade Change
- P/F..... Paygrade Change / Functional Area Change
- R/F..... Revised Task / Functional Area Change
- R/P Revised Task / Paygrade Change
- R/F/PRevised Task / Functional Area Change / Paygrade Change
- Left Blank No Change

NAVAL STANDARDS (NAVSTDS) FUNCTIONAL AREAS

- R A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL
- B. SEAMANSHIP
- C. DRILL AND FORMATION
- D. UNIFORMS
- R E. FORCE PROTECTION
- D F. WATCHSTANDING (deleted; tasks absorbed into FA 'A')
- G. COMMUNICATIONS
- H. SHIPS & AIRCRAFT CHARACTERISTICS
- I. SAFETY
- J. FIRST AID & HEALTH
- K. SURVIVAL
- R L. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVES (CBRNE)
- M. DAMAGE CONTROL
- R N. MATERIAL PRESERVATION AND MAINTENANCE
- O. MILITARY JUSTICE
- P. CAREER INFORMATION
- Q. TRAINING
- R. MANAGEMENT/ADMINISTRATION
- S. SEA POWER
- T. CUSTOMS, TRADITIONS AND COURTESIES
- U. ORGANIZATION
- V. LEADERSHIP/SUPERVISION
- W. INTERNATIONAL AGREEMENTS
- X. SECURITY REQUIREMENTS
- Y. PROGRAMS AND POLICIES
- Z. HAZARDOUS MATERIALS

E1

Naval Standards by Functional Area

Type		
Change	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>	
P/F	A023	Stand non-petty officer military watches
P	A024	Stand lookout watches
R/F/P	A290	Know the eleven general orders of a sentry
	<u>B. SEAMANSHIP</u>	
P	B273	Know the terminology used in deck and boat seamanship
	<u>D. UNIFORMS</u>	
P	D556	Maintain grooming standards
	<u>E. FORCE PROTECTION</u>	
A	E610	Understand and execute responsibilities during each Force Protection Condition (FPCON) posture
	<u>G. COMMUNICATIONS</u>	
A	G611	Understand responsible use of social media
	<u>I. SAFETY</u>	
P	I309	Know the safety precautions when working with or in the vicinity of steam
P	I312	Know the safety precautions when working with or in the vicinity of personnel aloft or over the side
P	I313	Know the safety precautions when working with or in the vicinity of voids, tanks, and closed compartments
P	I327	Know the safety precautions when working with or in the vicinity of shipyards and dry docks
	<u>J. FIRST AID & HEALTH</u>	
P	J346	Administer Cardiopulmonary Resuscitation (CPR)
	<u>K. SURVIVAL</u>	
P	K056	Perform floating technique using buoyant debris such as shoring and buckets
	<u>M. DAMAGE CONTROL</u>	
P/R	M410	Know the required contents and the proper use of required contents in a shipboard Damage Control (DC) locker
	<u>N. MATERIAL PRESERVATION AND MAINTENANCE</u>	
P	N077	Identify fixtures, devices and surfaces to which paint or liquid cleaners should not be applied
A	N634	Clean, paint, and/or preserve required surfaces
	<u>P. CAREER INFORMATION</u>	
P	P454	Know the requirements for Enlisted Warfare Specialist designations
A	P639	Know the purpose and procedures of the enlisted retention board
A	P640	Know the purpose and procedures of the Perform To Serve (PTS) program
A	P642	Maintain Navy Standard Integrated Personnel System (NSIPS) account
	<u>Q. TRAINING</u>	
A	Q657	Understand the basic use of computer applications to include word processors, spreadsheets, desktop publishing, email, and electronic calendars

E1

Naval Standards by Functional Area

Type		
Change		
	<u>T. CUSTOMS, TRADITIONS AND COURTESIES</u>	
P	T481	Know the procedures for conducting colors
P	T483	Handle the ensign and jack
P	T484	Know how, when, and to whom the hand salute is rendered
P	T485	Perform military courtesies when boarding and leaving a Naval vessel
P	T486	Perform military courtesies when crossing or being in the vicinity of the quarterdeck
P	T487	Perform military courtesies when the national ensign passes, the National Anthem, or the Navy Service song is played
P	T491	Perform military courtesies when honors are being rendered
P	T492	Perform military courtesies when a Foreign National Anthem is played
P	T558	Perform courtesies afforded junior, midgrade, and senior enlisted/officers
P	T580	Know national ensign etiquette
P	T581	Know the traditions related to uniforms and navy jargon (scuttlebutt, head, etc.)
P	T592	Know the Pledge of Allegiance
A	T665	Know the National Anthem
	<u>V. LEADERSHIP/SUPERVISION</u>	
P	V499	Explain the purpose of followership and leadership
P/R	V502	Describe the authority and responsibility of a Petty Officer, Chief Petty Officer, and Officer
	<u>X. SECURITY REQUIREMENTS</u>	
P/R	X244	Understand security requirements regarding visitors with and without visit clearances
P/R	X247	Understand the basic policies of the Department of the Navy (DON) information and personnel security program

E2

Naval Standards by Functional Area

Type
Change

A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL

- A272 State the purpose and content of the watch, quarter, and station bill
A602 Understand duties and responsibilities of an Armed Sentry

B. SEAMANSHIP

- B276 Tie four basic knots: bowline, clove hitch, square knot, and bowline on a bight

C. DRILL AND FORMATION

- C007 Execute individual positions and facing movements
P C584 Know procedures for close order drill

D. UNIFORMS

- D013 Identify insignias and collar devices of U.S. Navy enlisted rates and ratings
D014 Identify insignia and corps devices of U.S. Navy Officers
D015 Properly wear and maintain navy enlisted uniforms
D016 Identify paygrade insignias of other U.S. Armed Services
D278 Know the purpose of and qualifications required to earn and wear the service stripes
R D279 Know the regulations concerning Common Access Card (CAC) military identification and ID tags (dog tags)
D280 Know the regulations for wearing authorized military awards and breast insignias
D282 Prepare and maintain a seabag

E. FORCE PROTECTION

- R E020 Effectively operate service pistol, service rifle and shotgun
R E021 Know the basic procedure to clear and safe a weapon
R E287 Know the proper Personal Protective Equipment (PPE), required when firing small arms or in the vicinity of personnel who are firing small arms
F E523 Know the safeguards against terrorism while traveling and in foreign countries
F E524 Know the basic requirements and procedures pertaining to a bomb threat
F E583 Know the safeguards against acts of terrorism and victimization

G. COMMUNICATIONS

- G034 Use standard procedures and phraseology on interior communications equipment (sound-powered telephones, intercoms, etc.)
G035 Break-out, man, test, and secure sound-powered telephones
G036 Use proper procedures for communications security
G292 Pronounce numbers and phonetic alphabet

H. SHIPS & AIRCRAFT CHARACTERISTICS

- H038 Identify major types of ships and aircraft of the U.S. Navy
H039 Identify the nomenclature of superstructures and components of the ship's hull
H293 Know the general characteristics and missions of U.S. Navy ships and aircraft
H601 Locate decks and compartments using ship compartment lettering and numbering systems

I. SAFETY

- I040 Use and maintain Personal Protective Equipment (PPE) (less damage control/firefighting equipment)
I295 Know the hazards of using Carbon Dioxide (CO2), Potassium bicarbonate (Purple-K Powder (PKP)), and Halon as fire extinguishing agents
I296 Know the precautions when handling and stowing fire extinguishers
I297 Know the dangers involved when handling a charged fire hose

E2

Naval Standards by Functional Area

Type	Change	
		<u>I. SAFETY (cont'd)</u>
	I299	Know the dangers of energizing and using electrical equipment in a space filled with explosive vapors
	I300	Know the safety precautions to be used when embarked in small boats
	I301	Know the safety precautions to be used when involved in sporting and recreational events
	I302	Know the hazards and safety precautions when working in the vicinity of flight deck operations
R	I303	Know the safety precautions when working with or in the vicinity of acids, bases, and flammable liquids
R	I304	Know the safety precautions when working with or in the vicinity of pyrotechnics
	I305	Know the safety precautions when working with or in the vicinity of electrical and electronic equipment
	I306	Know the safety precautions when working with or in the vicinity of compressed gases
	I307	Know the safety precautions when working with or in the vicinity of compressed air
	I308	Know the safety precautions when working with or in the vicinity of liquids under pressure
	I310	Know the safety precautions when working with or in the vicinity of lifelines, ladders, and scaffolding
	I311	Know the safety precautions when working with or in the vicinity of heavy weight and moving equipment
	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
R	I320	Know line handling procedures and 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
R	I324	Know the safety precautions when working with or in the vicinity of Electromagnetic Radiation (EMR)
R	I326	Know the safety precautions and danger areas when working with or in the vicinity of aircraft
R	I329	Know the safety precautions for operating motor vehicles and motorcycles
	I330	Know how to report safety hazards and violations
	I331	Know the purpose and procedures of the navy tag-out system
R	I333	Know the basic safety rules in handling fire arms
R	I338	Know the purpose of the Navy's Occupational Safety and Health (NAVOSH) program
A	I615	Identify and integrate Operations Risk Management (ORM) concepts
		<u>J. FIRST AID & HEALTH</u>
R	J341	Know how to apply a battle dressing
R	J342	Know how to control external bleeding with direct pressure
R	J344	Know the symptoms of, and first-aid treatment for open and closed fractures, strains and sprains, and dislocations
	J345	Know the symptoms of drug and alcohol abuse
R	J347	Know how to transport an injured person
R	J348	Explain the benefits of abstinence and barrier devices for reproductive health
R	J349	Explain the purpose, general rules, and limitations of first-aid
R	J350	Identify the signs and symptoms of shock
R	J351	Know the procedures for rescuing a person in contact with an energized source
R	J352	Identify the signs and symptoms of heat injuries

E2

Naval Standards by Functional Area

Type	Change	
		<u>J. FIRST AID & HEALTH (cont'd)</u>
R	J353	Identify the signs and symptoms of a burn
R	J354	Maintain sanitary conditions in and around living and working spaces
R	J355	Identify activities that maintain 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
R	J359	Identify the signs and symptoms of cold injuries
R	J579	Identify suicidal thoughts or actions in others and self
A	J618	Treat a patient with a heat injury
A	J619	Know how to treat a burn
A	J620	Know how to control external bleeding with a tourniquet
A	J621	Know how to treat a person in shock
A	J622	Know how to treat a person for electrical shock
A	J623	Know how to treat a patient with a cold injury
A	J624	Explain how to prevent shock
A	J625	Explain the signs and symptoms of sexually transmitted disease infection
A	J626	Identify a person suffering from an altered mental status
A	J627	Identify a person suffering from suspected poisoning
A	J629	Seek help for a person expressing suicidal thoughts or actions
A	J630	Use protection to prevent pregnancy
A	J631	Use protection to prevent sexually transmitted diseases
		<u>K. SURVIVAL</u>
	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
	K368	Know the methods and procedures for abandoning ship
	K369	Know how to use lifeboats and associated survival gear
	K370	Know the responsibilities and authority of the senior person in a survival situation
		<u>L. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVES (CBRNE)</u>
R	L371	Understand maintenance and use of Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) protective equipment
R	L372	Know how to use equipment and clothing to protect against Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE)
R	L373	Know the markers used to indicate Chemical, Biological, Radiological, Nuclear and High-Yield Explosives (CBRNE) contamination
R	L375	Know the dissemination methods of and decontamination procedures for chemical and biological agents
	L376	Know the procedures for personnel decontamination
R	L377	Know the symptoms of and the first-aid methods to counter the effects of Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE)
	L381	Know the procedures for protection afforded by each level of Mission Oriented Protective Posture (MOPP)
R	L382	Know the meaning of the terms: radiac, radiation dose, radiation dose rate, safe stay time, and material condition of "Circle William"

E2

Naval Standards by Functional Area

Type		
Change		
	<u>M. DAMAGE CONTROL</u>	
	M067	Locate damage control fittings and equipment within compartments using compartment check-off lists
R	M069	Set and maintain primary and secondary fire, smoke, and flooding boundaries
	M070	Properly operate portable and installed shipboard fire extinguishing systems and equipment
R	M071	Know the procedures for operation of portable and installed dewatering equipment
R	M072	Properly don and operate a Self Contained Breathing Apparatus (SCBA)
	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
R	M389	Know the function and use of the Self Contained Breathing Apparatus (SCBA)
	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
R	M395	Know the purpose for compartmentation and its use in maintaining watertight integrity
	M396	Know the procedures for breaking watertight integrity and darken ship
R	M398	Know how to use and stow Emergency Escape Breathing Devices (EEBD) and/or Emergency Air Breather (EAB) devices
	M399	Know the duties and responsibilities of a repair party
	M400	Know the shipboard piping identification coding system
	M401	Know the purpose and precedence of shipboard emergency alarms
	M402	Know what actions to take when emergency alarms are sounded
R	M404	Know the letters, symbols, conditions, purpose, and how to set material conditions of readiness
	M405	Know the procedures for operation of portable and installed shipboard fire extinguishing systems
	M407	Know the damage control organization
	M408	Know the methods and procedures for communications in a damage control situation
R	M409	Know how to locate shipboard damage control lockers and equipment
R	M411	Know the duties and responsibilities of a damage control emergency party
A	M632	Know how to establish a safe route during casualty situations
A	M633	Know how to stow all damage control equipment
	<u>N. MATERIAL PRESERVATION AND MAINTENANCE</u>	
	N416	Know the purposes of cleaning and preservation
	<u>O. MILITARY JUSTICE</u>	
P	O082	Inform Chain of Command on matters pertaining to good order and discipline
	O421	Know the purpose of good order and military discipline
R	O422	Understand the authority and function of Military Police, Shore Patrol, Chief of the Guard, and Armed Sentries
	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 10
R	O425	Know the general content of Uniform Code of Military Justice (UCMJ) Articles 2, 3, 7-15, 25, 27, 31(b), 37, 55, 77-134, 137-138
	O426	Know the types of courts-martial
	O430	Know the procedures for redress of grievances
A	O635	Know the purpose of the liberty risk program

E2

Naval Standards by Functional Area

Type		
Change		
	<u>P. CAREER INFORMATION</u>	
P/R	P084	Provide enlisted evaluation report input sheet (brag sheet)
R	P432	Know the purpose and procedures of a Career Development Board (CDB)
R	P433	Know the purpose of various force shaping programs
R	P434	Know the requirements for advancement of Professional Apprentice Career Track (PACT) 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
R	P440	Know the rights, privileges, and benefits afforded to family members
	P441	Know the procedures and regulations governing leave and liberty requests
R	P442	Know how to prepare and route liberty requests
R	P444	Know the types of duty classification codes
P/R	P445	Know the contents of and how to access the Official Military Personnel File (OMPF) and Electronic Service Record (ESR)
	P446	Know the requirements for the good conduct medal
R	P447	Know the requirements for and the benefits and consequences of various types of military discharges
	P448	Know the policy regarding personal responsibilities and consequences of drug and alcohol abuse
P/R	P449	Describe the role of the Command Drug and Alcohol Programs Advisor (DAPA)
R	P450	Know the programs that lead to Navy Officer commissions
P	P455	Know the options for special programs and/or assignments
R	P466	Know the roles and functions of Master Chief Petty Officer of The Navy (MCPON), Fleet/Force (FLTCM/FORCM) and Command Master Chief (CMDM)
	P576	Know the function of the Command Career Counselor (CCC)
A	P636	Know how to prepare leave requests via the Navy Standard Integrated Personnel System (NSIPS)
A	P641	Know the purpose, components, and links to Navy Knowledge Online (NKO) and Naval Personnel Command (NPC) websites
	<u>Q. TRAINING</u>	
P	Q094	Maintain qualification records
R	Q469	Describe the function of the Personnel Qualification Standard (PQS) system
R	Q577	Describe the function of the departmental and division training petty officer
R	Q578	Describe the function of the Educational Services Officer (ESO)
A	Q646	Be familiar with the purpose And utilization of the Learning and Development Road-Map (LADR)
A	Q651	Explain the procedures to access your Learning and Development Road-Map (LADR)
	<u>R. MANAGEMENT/ADMINISTRATION</u>	
R	R105	Perform the basic procedures outlined in the Maintenance and Material Management (3M)
	R474	Describe the purpose of the Maintenance And Material Management (3M) systems
	<u>S. SEA POWER</u>	
	S476	Know general Naval history and the evolution of today's Navy
	S478	Know the components of United States sea power: Navy, Merchant Marine, Coast Guard, and Military Sealift Command

E2

Naval Standards by Functional Area

Type		
<u>Change</u>	<u>T. CUSTOMS, TRADITIONS AND COURTESIES</u>	
A	T666	Understand the meaning and recite the Sailor's Creed
	<u>U. ORGANIZATION</u>	
	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)
	<u>V. LEADERSHIP/SUPERVISION</u>	
R	V500	Describe the concepts of Navy core values
	<u>W. INTERNATIONAL AGREEMENTS</u>	
	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
	<u>X. SECURITY REQUIREMENTS</u>	
	X509	Know the basic security policies, requirements and procedures for handling classified material and information
R	X520	Know the basic security requirements and procedures pertaining to Information Systems (IS) security
	X521	Know the basic security requirements and procedures pertaining to telephone security
A	X677	Know the difference between official and unofficial Internet-based Capability (IbC) posts
A	X679	Know the responsibilities in handling command critical information
A	X680	Understand and employ Operations Security (OPSEC)
	<u>Y. PROGRAMS AND POLICIES</u>	
	Y525	Know the purpose of the Navy's 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's 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
	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
A	Y681	Know the function of the command Equal Opportunity Advisor (EOA)
A	Y682	Know the policy for trafficking in persons
A	Y683	Know the Navy's zero tolerance policy
A	Y684	Know the reporting procedures for sexual assault
A	Y685	Describe a Sailor's responsibility when seeking a request for religious accommodation

E2

Naval Standards by Functional Area

Type		
Change	<u>Y. PROGRAMS AND POLICIES (cont'd)</u>	
A	Y686	Describe the Department of the Navy's (DON) policy on accommodation of religious practices
A	Y698	Know the purpose of the Family Advocacy Program (FAP)
A	Y699	Know the purpose of the Navy's mentorship program
A	Y700	Know the purpose of the Sexual Assault Prevention and Response (SAPR) program
A	Y701	Know the purpose of the Victim and Witness Assistance Program (VWAP)
A	Y703	Know U.S. Naval Regulations on tattoos, body art, and brands
A	Y707	Describe the Department of the Navy's (DON) hazing policy
	<u>Z. HAZARDOUS MATERIALS</u>	
R	Z041	Utilize the Material Safety Data Sheet (MSDS), labels, signs, and symbols to clearly and properly identify Hazardous Material (HAZMAT)
	Z269	Dispose of used absorbents (speedy dry, rags, etc.)
R	Z335	Know the proper procedures for and associated safety precautions when working with Hazardous Material (HAZMAT)
R	Z420	Know the proper procedures for and associated safety precautions when in the vicinity of the removal, handling, or stowage Hazardous Material (HAZMAT)
R	Z559	Clean and properly dispose of used, excess, or spilled Hazardous Material (HAZMAT) and associated containers
A	Z705	Know the purpose of a Ships Hazardous Materials List (SHML)

E3

Naval Standards by Functional Area

Type	
Change	
R/F	
	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
	A291 Know the Command's watch organization
	<u>D. UNIFORMS</u>
	D283 Know the regulations for upkeep, wearing, and marking of organizational and special clothing
A	D605 Define the terms conspicuous, conservative, and faddish as they apply to navy uniforms
	<u>J. FIRST AID & HEALTH</u>
A	J628 Report people exhibiting signs and symptoms of drug and alcohol misuse
	<u>P. CAREER INFORMATION</u>
R	P083 Update Career Management System/Interactive Detailing (CMS/ID) preferences
	P451 Know the requirements for advancement in rate and selection of Petty Officers (PO)
R	P452 Know how to apply for requisitions via the Career Management System/Interactive Detailing (CMS/ID)
	P453 Know the programs for awards, commendations, and personnel recognition
R	P459 Know the incentives for reenlistment and special duty
P	P462 Know the roles and functions of the Chief Petty Officer (CPO), Senior Chief Petty Officer (SCPO), and Master Chief Petty Officer (MCPO)
	<u>Q. TRAINING</u>
A	Q648 Describe the procedures to access your Sailor/Marine American Council on Education Registry Transcript (SMART)
A	Q653 Identify opportunities for voluntary education
	<u>R. MANAGEMENT/ADMINISTRATION</u>
	R103 Maintain logs and files
	<u>S. SEA POWER</u>
P	S477 Know the U.S. Navy's peacetime and wartime roles, missions, responsibilities, and challenges
	<u>Y. PROGRAMS AND POLICIES</u>
A	Y693 Explain how an individual's role in Operations Risk Management (ORM) is vital to mission success
	<u>Z. HAZARDOUS MATERIALS</u>
F	Z415 Know how to clean and stow painting equipment

E4

Naval Standards by Functional Area

Type	
<u>Change</u>	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
R/F	A025 Stand Petty Officer military watches (Petty Officer of the Watch, Master-At-Arms, Chief of the Guard, Shore Patrol, etc.)
	<u>D. UNIFORMS</u>
R	D281 Know the regulations concerning grooming standards
	D284 Know how to wear Petty Officer (PO) insignias
A	D604 Define organizational clothing
A	D609 Describe the uniform requirements while traveling
	<u>I. SAFETY</u>
	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
A	I617 Know the purpose for Operational Risk Management (ORM) and implement in planning evolution/tasks
	<u>M. DAMAGE CONTROL</u>
	M068 Make damage control closure log entries
	<u>O. MILITARY JUSTICE</u>
	O428 Know the proceedings leading to Captain's Mast
	<u>P. CAREER INFORMATION</u>
P	P092 Assist in indoctrinating newly reporting personnel
R	P456 Know the function and use of the Navy Enlisted Classification (NEC) codes
	<u>Q. TRAINING</u>
P	Q095 Supervise a divisional Personnel Qualification Standards (PQS) system
A	Q647 Describe the Navy College Program for Afloat College Education (NCPACE) program
A	Q650 Explain procedures to submit college transcripts or other course documents for inclusion in your smart transcript, electronic service record, or electronic training jacket
A	Q652 Explain the purpose of General Military Training (GMT)
A	Q654 Identify the requirements for Tuition Assistance (TA)
	<u>R. MANAGEMENT/ADMINISTRATION</u>
	R104 Requisition supplies and material through the navy supply system
P	R107 Maintain manuals, publications, and directives
P/R	R115 Prepare Naval correspondence
P	R475 Explain the responsibility of signature (by direction) authority
A	R660 Identify the components of a naval message
	<u>T. CUSTOMS, TRADITIONS AND COURTESIES</u>
P	T587 Know the traditions related to ceremonies and honors
	<u>V. LEADERSHIP/SUPERVISION</u>
	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
R	V151 Ensure that subordinates are using Operational Risk Management (ORM) while accomplishing task
R	V152 Assess and document progress of subordinates job performance
R	V153 Give subordinates immediate feedback on performance

E4

Naval Standards by Functional Area

Type		
<u>Change</u>		
	<u>V. LEADERSHIP/SUPERVISION (cont'd)</u>	
P/R	V360	Recognize common suicidal ideations and understand proper response procedures
	V154	Evaluate completed assignments of subordinates for quality, completeness, and timeliness
	V155	Report job progress to immediate supervisor
R	V156	Evaluate subordinates suggestions to improve job performance and make appropriate recommendations to immediate supervisor
	V157	Apprise immediate supervisors of subordinates performance
	V158	Resolve conflicts or differences between subordinates
P	V164	Direct daily work center assignments
P	V185	Provide rating specific expertise to subordinates
	V501	Identify the fundamentals of leadership
R	V503	Explain Command Managed Equal Opportunity (CMEQ) program and policies
R	V540	Know the benefits of pride, professionalism, personal excellence and community support programs
R	V542	Know the Petty Officer's responsibility in the Navy's Substance Abuse Rehabilitation Program (SARP) and the role and responsibility of the Command's Drug and Alcohol Program Advisor (DAPA)
P/R	V564	Explain Department of the Navy's (DON) Process Improvement strategy for mission readiness
R	V596	Participate in Process Improvement activities
P	V597	Participate as a team member of a Process Improvement team
	<u>Y. PROGRAMS AND POLICIES</u>	
A	Y689	Describe the meaning of risk to mission, risk to force, and risk to self

E5

Naval Standards by Functional Area

Type	
<u>Change</u>	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
P	A002 Maintain a divisional watch, quarter, and station bill
	<u>C. DRILL AND FORMATION</u>
F	C563 Perform military courtesies as a formation leader
	<u>D. UNIFORMS</u>
A	D603 Identify uniform inventory requirements for seabag inspections
	<u>E. FORCE PROTECTION</u>
F	E242 Train personnel in the safeguards against acts of terrorism and victimization
F	E565 Train personnel in procedures pertaining to bomb threats
	<u>I. SAFETY</u>
	I045 Perform duties of a divisional Safety Petty Officer
	I049 Conduct safety awareness training
R	I340 Know the purpose and function of the Command's safety council and safety committee
A	I612 Know the Navy's Occupational Safety and Health (NAVOSH) program reference to forces afloat or ashore maintenance procedures
A	I613 Describe the four principles of Operational Risk Management (ORM)
A	I614 Describe the three levels of Operational Risk Management (ORM)
A	I616 Identify the five steps in the deliberate Operational Risk Management (ORM) process
	<u>P. CAREER INFORMATION</u>
P	P090 Provide career information to junior personnel
P/R	P463 Know the procedures for advancing and selecting of Chief Petty Officer (CPO), Senior Chief Petty Officer (SCPO), and Master Chief Petty Officer (MCPO)
R	P464 Understand the fleet reserve, High Year Tenure (HYT), and retirement programs
A	P637 Know sponsorship and execute duties of a sponsor
A	P644 Perform the duties and responsibilities of a mentor
	<u>Q. TRAINING</u>
P	Q093 Train personnel using demonstration, discussion, and lecture methods
	Q096 Perform the duties and responsibilities of a Training Petty Officer
	<u>R. MANAGEMENT/ADMINISTRATION</u>
P	R123 Prepare and present briefings
	R473 Identify who is authorized to sign official navy documents
A	R664 Understand the duties of the Leading Petty Officer (LPO)
	<u>U. ORGANIZATION</u>
P	U496 Identify the names, abbreviations, and state the mission of major commands within the Department of the Navy, shore establishments, and operating forces
	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
	<u>V. LEADERSHIP/SUPERVISION</u>
P	V113 Supervise individuals assigned extra military instruction, extension of working hours, and withholding of privileges
	V160 Translate daily work requirements from immediate supervisor into specific assignments for work centers

E5

Naval Standards by Functional Area

Type		
Change		
	<u>V. LEADERSHIP/SUPERVISION (cont'd)</u>	
	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
P	V173	Assess and report material and personnel readiness for shifts, offices, or work centers
	V188	Provide leadership in support of command management policies
A	V669	Conduct quarters (muster, instruction, inspection, and Sailor's creed)
A	V672	Counsel subordinates on personal performance
A	V674	Prepare for command inspections
A	V676	Supervise the divisional Job Qualification Requirements (JQR) and Personnel Qualification Standards (PQS) systems
	<u>Y. PROGRAMS AND POLICIES</u>	
	Y548	Know the Command Assessment Team (CAT) process
	Y549	Know the Command Training Team (CTT) process
P	Y567	Provide information services available to single Sailors and Navy families
A	Y704	Supervise integrity and efficiency programs (fraud, waste, and abuse)
A	Y712	Know the component programs of Brilliant on the Basics
A	Y708	Describe the Department Of the Navy (DON) suicide prevention policy

E6

Naval Standards by Functional Area

Type	
<u>Change</u>	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
P	A001 Prepare a divisional watch, quarter, and station bills
	A003 Assign personnel to a watch, quarter, and station bill
F	A027 Stand duty as a Section Leader
R/F	A028 Stand watch as a Divisional Duty Officer
F	A033 Coordinate enlisted watchbills
	<u>C. DRILL AND FORMATION</u>
	C011 Prepare personnel for presentation at inspections, quarters, and ceremonial events
	C012 Present personnel at inspections, quarters, and ceremonial events
	<u>D. UNIFORMS</u>
P	D017 Conduct seabag inspections
	D018 Conduct personnel inspections
	<u>N. MATERIAL PRESERVATION AND MAINTENANCE</u>
P	N076 Maintain and inventory equipment and material used for preparing and painting a surface
	<u>O. MILITARY JUSTICE</u>
P/R	O427 Know the purpose of the report of disposition and offense
	<u>P. CAREER INFORMATION</u>
P	P085 Provide information on financial management to junior personnel
R	P089 Know the contents of the Electronic Service Record (ESR)
	P091 Provide financial management information and referrals
P	P461 Know how to apply for Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) commissioning programs
A	P638 Explain the purpose of various career management programs (continuation boards, Fleet Rating Identification Engine (FLT RIDE), Career Reenlistment Objectives (CREO) groups, Career Development Boards (CDB), etc.)
A	P643 Participate in a Career Development Boards (CDB)
	<u>Q. TRAINING</u>
P	Q097 Plan and direct personnel training
P/F	Q101 Provide input to command indoctrination and training programs
A	Q649 Describe the role of coalition of Sailors Against Destructive Decisions (CSADD) in the command's training program
	<u>R. MANAGEMENT/ADMINISTRATION</u>
P	R112 Prepare enlisted performance evaluations
	R114 Perform the duties of the Leading Petty Officer (LPO)
R	R594 Know how to coordinate information with other departments, services, and government agencies
A	R659 Draft, edit, and forward recommendations for formal awards and recognition
A	R661 Prepare Temporarily Assigned Duty (TAD) orders and vouchers on the Navy's Defense Travel System (DTS) program
	<u>T. CUSTOMS, TRADITIONS AND COURTESIES</u>
P	T588 Know the procedures for ceremonial events (Change of Command, retirements, etc.)
	<u>V. LEADERSHIP/SUPERVISION</u>
	V162 Evaluate specific assignments to determine timelines and required resources
	V175 Prioritize overall job tasks for shifts, offices or work centers

E6

Naval Standards by Functional Area

Type	Change	
		<u>V. LEADERSHIP/SUPERVISION (cont'd)</u>
	V181	Recommend subordinates for assignment to command or departmental collateral duties
	V183	Draft recommendations for award/recognition for assigned subordinates
P/R	V189	Translate command or departmental instructions and documents into division work requirements
R	V190	Review operational schedules to build division work schedules and timelines
P	V192	Prioritize overall division tasking
P	V198	Delegate authority to subordinates to perform division functions
P	V206	Develop Plan of Action and Milestones (POA&M)
P/R	V219	Review operational schedules to build department work schedules and timelines
P	V226	Monitor department programs (quality assurance, training, safety, etc.)
R	V237	Counsel enlisted personnel on personal and professional matters
P	V238	Refer personnel with problems beyond the capability of the command to appropriate resources
P	V550	Know the purpose of the Casualty Assistance Calls Officer (CACO)
R	V566	Explain the Department of the Navy's (DON) primary strategy for improving mission readiness
A	V670	Conduct semi-annual performance counseling to personnel
A	V671	Counsel enlisted personnel on professional performance
A	V673	Prepare evaluations for junior personnel
A	V675	Provide counsel and supervision of the Perform To Serve (PTS) program within the division/department
		<u>Y. PROGRAMS AND POLICIES</u>
A	Y690	Describe the methods for making informed risk decisions, including understanding risk control types, the effects of controls, and the understanding of residual risk
A	Y697	Identify the key personnel and their responsibilities in integrating risk management within the unit
A	Y702	Know the supervisors role in managing risk
A	Y709	Identify the most prevalent factors in perpetration of sexual assault incidents
A	Y710	Identify command response procedures of sexual assault incidents
A	Y711	Know procedures for conducting Zone Inspections
		<u>Z. HAZARDOUS MATERIALS</u>
P/F	Z078	Identify types of preservative coatings and the surface upon which they are used

E7

Naval Standards by Functional Area

Type Change	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
P	A004 Review and monitor assignment of personnel to the watch, quarter, and station bill
P	A005 Coordinate the preparation and assignment of personnel to the departmental watch, quarter, and station bill
P	A006 Advise the Chain Of Command on the currency of the command's watch, quarter, and station bill
Type Change	<u>C. DRILL AND FORMATION</u>
	C009 Plan and coordinate inspections, quarters, and ceremonial events
Type Change	<u>D. UNIFORMS</u>
R	D285 Know how to wear and maintain Chief Petty Officer (CPO) uniforms
A	D606 Describe the authority to prescribe uniforms
A	D607 Describe the history/heritage of navy uniforms
A	D608 Describe the rules for wearing uniforms to political activities, commercial interest, public speeches or rallies
Type Change	<u>O. MILITARY JUSTICE</u>
P	O080 Conduct preliminary investigation of offenses
	O081 Perform the duties as a member of a Disciplinary Review Board (DRB)
P/R	O573 Advise Chain of Command on matters of good order and discipline affecting the command
P	O589 Know the procedures for conducting Captain's Mast
Type Change	<u>P. CAREER INFORMATION</u>
	P465 Know the Fleet or Force and Command Master Chief (CMC) programs
R	P468 Know the roles and functions of the Chief of Naval Operations (CNO)/Master Chief Petty Officer Of The Navy's (MCPON) leadership mess
P	P593 Know the eligibility requirements of the Senior Enlisted Academy and service academies
A	P645 Understand the importance of the Standards of Conduct boards
Type Change	<u>Q. TRAINING</u>
	Q098 Train junior officers
P	Q099 Organize, schedule, and evaluate training programs
P	Q100 Develop and monitor command's training programs
A	Q655 Identify the resources for obtaining training quotas for navy courses
P	Q102 Monitor command indoctrination programs
A	Q656 Review Sailors' Learning and Development Road-map (LADR) prior to Career Development Boards (CDB)
Type Change	<u>R. MANAGEMENT/ADMINISTRATION</u>
	R110 Provide guidance to personnel preparing enlisted performance evaluations
R	R119 Prepare and submit divisional budget input
R	R124 Review Naval correspondence and messages for release
P	R126 Coordinate preparation for administrative, material and/or operational readiness inspections
	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
P	R136 Monitor leave and liberty schedules
P	R137 Know the content of command manning documents and process to recommend/implement changes

E7

Naval Standards by Functional Area

P	R570	Review contents of departmental manning documents and make recommendations for changes
A	R662	Prepare travel request and provide after action reports
A	R663	Review enlisted performance evaluations

Type Change

U. ORGANIZATION

U144	Review and submit changes to Command's Standard Organization and Regulations Manual (SORM)
------	--

Type Change

V. LEADERSHIP/SUPERVISION

	V195	Assess and report division material and personnel readiness
	V199	Provide guidance to the Leading Petty Officer (LPO) on job task performance
	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
P	V208	Coordinate departmental level work schedules
P	V223	Ensure that division supervisors submit recommendations for formal awards or recognition
P	V225	Monitor divisional policies
P	V227	Provide guidance to junior officers in developing leadership skills
P	V229	Advise Chain of Command on enlisted personnel matters
P/R	V231	Translate Navy and command specific policies into organizational requirements
P	V232	Assess and report command or unit material and personnel readiness
P	V234	Review, recommend, and monitor implementation of policy statements, operation orders, and directives
P	V575	Monitor command programs (Sailor of the Year, Sponsor, etc.) and provide input for process improvement
A	V667	Know the procedures for conducting Career Development Boards (CDB)

Type Change

X. SECURITY REQUIREMENTS

	X251	Train personnel in the security policies, requirements, and procedures for handling classified material and information
A	X678	Assess communications vulnerabilities to critical information and make recommendations for countermeasures if needed

Type Change

Y. PROGRAMS AND POLICIES

P	Y260	Know the duties of Casualty Assistance Calls Officer (CACO)
A	Y687	Describe the five factors that commanders consider when approving a request for religious accommodation
A	Y692	Describe the process for requesting an immunization or Deoxyribonucleic Acid (DNA) waiver based on a sailor's religious objection
A	Y694	Identify controls and resources that the command can create to reduce risk to personnel (reduce risk to force)
A	Y696	Identify resources external to your command to support integration and implementation of risk management concepts and processes in your command

E8

Naval Standards by Functional Area

Type

Change

O. MILITARY JUSTICE

O569 Perform the duties as Chairman of a Disciplinary Review Board (DRB)

Type

Change

Q. TRAINING

A

Q658 Understand the increased risk of "high risk" training

Type

Change

V. LEADERSHIP/SUPERVISION

V209 Provide program and technical direction at the departmental level

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

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

V224 Assist the Department Head in development of policy

P

V574 Identify and mediate inter-departmental differences

Type

Change

Y. PROGRAMS AND POLICIES

A

Y688 Describe the importance of measuring the effectiveness of risk management within your command

A

Y691 Describe the prioritization and utilization of limited resources in managing risk to ensure mission success

E9

Naval Standards by Functional Area

Type		
<u>Change</u>	<u>V. LEADERSHIP/SUPERVISION</u>	
A	V713	Advise personnel on standards of performance and conduct
A	V715	Advise Commanding Officer on formulation and implementation changes in policy affecting the enlisted force
A	V716	Ensure heritage and tradition are key components of training plans and Sailor development
A	V717	Ensure basic and traditional communication practices (Sailor-led general military training, quarters for muster, instruction, and inspection, etc.) are executed within the command
A	V714	Communicate with and support Navy family members
	V228	Provide guidance to senior enlisted in developing leadership skills
	V230	Provide leadership in the Chief Petty Officer's mess
	V236	Provide counsel to senior personnel
A	V668	Conduct midterm evaluations on senior enlisted leadership
A	V706	Brief commanders on controls and resources that command can create to reduce risk to personnel (reduce risk to force)

Type		
<u>Change</u>	<u>Y. PROGRAMS AND POLICIES</u>	
A	Y695	Identify controls and resources that the command can create to reduce risk to operations (reduce risk to mission)