THESIS

AN INFORMATION ARCHITECTURE FOR THE NAVAL POSTGRADUATE SCHOOL ENTERPRISE

APPENDIX D: NPS ANALYSIS IEFTM PRINTOUTS

by

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Thesis Co-Advisors: Magdi Kamel Arthur Schoenstadt

Approved for public release; distribution is unlimited.

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An analysis of the Naval Postgraduate School (NPS) enterprise provides a model of the organization's information architecture. The information architecture analysis uses the Information Engineering methodology, with automated support from the Texas Instruments' Computer Aided Software Engineering (CASE) tool Information Engineering Facility™ (IEF™). Distributed separately due to its size, Appendix D provides the various IEF™ printouts used for the NPS enterprise and information architecture analyses.
APPENDIX D: NPS ANALYSIS IEF™ PRINTOUTS

This appendix provides the IEF™ system printouts in support of the Chapter IV analysis of the NPS enterprise. The contents of each Tab is identified below:

<table>
<thead>
<tr>
<th>TAB</th>
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<tbody>
<tr>
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<td>Organizational Hierarchy Diagram (OHD)</td>
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TAB A TO APPENDIX D

Organizational Hierarchy Diagram (OHD)
TENANT COMMANDS

- DENTAL
- DHRSE
- DIS
- DMOC
- DRMI
- FLENUMETOCEN
- MEDICAL
- NAVSECGRUDET
- NCIS
- NOAA
- NRL
- NTCC
- PERSEREC
- PSD
- TRADOC
MILITARY OPERATIONS CODE
04

ASSISTANT MIL OPS CODE
04A

MILITARY BUDGET ASST
CODE 04B

CHAPLAIN CODE 46
ASSISTANT MIL OPS CODE
04A

PUBLIC AFFAIRS CODE 042

SECURITY MANAGER CODE
043

ENL XO AND ADMIN SRVCS
CODE 41

SUPPLY CODE 42

PUBLIC WORKS CODE 43

SECURITY OFFICE CODE 44

MWR CODE 45

FAMILY SERVICE CODE 47

INEX CODE 48

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HOUSING CODE 43H

DROICC CODE 43R

ENGINEERING DIVISION CODE 43E
ASSISTANT PW CODE 43A

SHOPS DIVISION CODE 431

TELEPHONE MECHANIC CODE 43T

SRVCS CONTRACTS CODE 432

PW ADMIN ASST CODE 434

MAINTENANCE CONTROL CODE 435

PW COMPUTER SPECIALIST CODE 43CP
SUPPLY CODE 42

MATERIAL DIVISION CODE 421

CONTROL DIVISION CODE 422

FOOD SERVICE CODE 423
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ASSOCIATE FACULTY

MILITARY FACULTY CODE 07M

ACADEMIC CHAIRS

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AERO CODE 31

ECE CODE 32

WEPS CODE 33

USW AND EW CODE 3A

NAVAL ENG CODE 34

AIR OCEAN CODE 35

ADMIN CODE 36

COMPUTER TECH CODE 37

NSA CODE 36

C3 AND SPACE CODE 39
CODE 007 SUP EXECUTIVE ASSISTANT

CODE 001 FLAG LT

CODE 005 OSH MGR

CODE 006 LEGAL

CODE 008 MGMT CONTROL

CODE 009 EEO

CODE 034M FLIGHT DOC
TAB B TO APPENDIX D

Top-Level Functions in Activity Hierarchy
FUNCTION:

ADMINISTER AVIATION SAFETY PRGM
Operate the aviation safety courses offered by the Aviation Safety Programs Division. [SORM: 229.a.]

ADMINISTER CIV INSTRUCTION PRGMS
Administer fully-funded graduate education programs at civilian universities (the Superintendent will coordinate monitoring and reporting on campus between students in Civilian Institution Programs and the local Professors of Naval Science). [SORM: 104]

ADMINISTER CONTINUING ED PRGMS
Administer the continuing education/off duty efforts at the graduate level within established policy guidelines. [SORM: 104]

Plan, produce, conduct and administer programs of educational services using nontraditional approaches to help naval officers, other authorized U.S. and international officer and civilian personnel, and eligible enlisted military personnel to acquire, maintain and improve their competence through continuing education and updating their educational abilities in a cost-effective manner. [SORM: 200.b.(9)]

ADMINISTER_EDUCATION_PROGRAMS

ADMINISTER_FULLY_FUNDED_PROGRAMS
Administers the fully-funded graduate education programs at the Naval Postgraduate School, other service graduate schools, and civilian universities. [SORM: 104]

ADMINISTER_NPS_ACADEMIC_PROGRAMS
Provide overall academic administration of the Naval Postgraduate School. [SORM: 103.a.]

ADMINISTER_NPS_OFFICER_STUDENTS
Supervise the conduct, fitness, and effectiveness of the officer students assigned to study at the Naval Postgraduate School. [SORM: 103.a.]

ADMINISTER_NPS_PROGRAMS
Administer the fully-funded graduate education programs at the Naval Postgraduate School. [SORM: 104]
ADMINISTER NPS RESEARCH PROGRAM
Administer the research program of the School and be responsible for planning the research program, preparing budgets, maintaining contact with sponsors, and proposing and administering policies and procedures to carry out the research program. [SORM: 289.a.]

ADMINISTER OTHER USN SCHOOL PRGM
Administer the fully-funded graduate education programs at other service (Navy only) schools. [SORM: 104]

CONDUCT OTHER INSTRUCTION AS DIR
Conduct other instruction as may be requested or directed by higher authority. [SORM: 200.b.(23)]

COORDINATE ACADEMIC PROGRAMS
Provide academic coordination for all postgraduate education programs in the Navy. [SORM: 104]

COORDINATE SUBAREA SIX
Serve as the Sub-Area Six Coordinator over naval activities in the geographical areas of Santa Cruz, San Benito, Monterey, and San Luis Obispo counties. [SORM: 100; 200.b.(25)]

DIRECT DRMI
Serve as Director, Defense Resources Management Institute. [SORM: 200.b.(25)]

EXERCISE BUDGETARY CONTROL
Exercise budgetary and funding control over allocated funds. [SORM: 200.b.(15)]

KEEP CNO ADVISED
Keep the Chief of Naval Operations advised regarding progress and general results of the education, administration, and logistic support being provided. [SORM: 200.b.(24)]

MANAGE_ALL_NPS_RESOURCES

MANAGE_ALL_PROGRAM_CURRICULA

PERFORM ALL ASSIGNED DUTIES
The functional guides in the SORM (NAVPGSCOLINST 5400.2) set forth the basic objectives of NPS staff billets and provide duties, responsibilities, authority, and principal tasks that must be accomplished to fulfill the assigned objectives. [SORM: 107]

PROVIDE_INSTRUCTION_TO_STUDENTS

PROVIDE_NPS_NON_ACADEMIC_SUPPORT
Provide all non-academic administrative and logistic services and support to the command. [SORM: 103.a. and 240.a.]
TAB C TO APPENDIX D

Function vs. Organizational Unit Matrix
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## MODEL: NPS DATA MODEL VERSION 5

### Subset: ALL

**Call Values:**
- X = Include
- = Not referenced

### Organizational Unit

| Function                  | Exercise | Budgetary Control | Manage All Program Curricula | Admin NPS Resources | NPS Academic Programs | Admin NPS Officer Students | NPS Academic Support | Admin NPS Research Program | Admin NPS Aviation Safety Program | Admin NPS Direct DMI | Admin NPS Other USN School Programs | Admin NPS CIV Instruction PRGMS | Admin NPS Continuing Ed PRGMS | Admin NPS Conduct Other Instruction To Students | Admin NPS Keep CPO Advise | Admin NPS Coordinate Subarea Six | Admin NPS Perform All Assigned Duties |
|---------------------------|----------|-------------------|------------------------------|---------------------|-----------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|-----------------|--------------------------------|-------------------------------|---------------------------|--------------------------------|----------------------------------|----------------------------------|
| Navai Eng Code 34         | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Air Ocean Code 35         | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Admin Code 36             | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Computer Tech Code 37     | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| NSA Code 38               | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| SSO Code 388              |          | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| C3 and Space Code 39      | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Computer and Info Svcs Code 05 | 6 | 8                 | 8                            | 8                   | 8                     | 8                         | 8                     | 8                             | 8                                | 8               | 8                             | 8                             | 8                         | 8                             | 8                                |
| Assistant Computer Code 05A | 6     | 8                 | 8                            | 8                   | 8                     | 8                         | 8                     | 8                             | 8                                | 8               | 8                             | 8                             | 8                         | 8                             | 8                                |
| Academic Computing Code 51 | 6       | X                 | X                            | X                   | X                     | X                         | X                     | X                             | X                                | X               | X                             | X                             | X                         | X                             | X                                |
| Librarian Code 52         | 6        | X                 | X                            | X                   | X                     | X                         | X                     | X                             | X                                | X               | X                             | X                             | X                         | X                             | X                                |
| MIS Code 53               | 6        | X                 | X                            | X                   | X                     | X                         | X                     | X                             | X                                | X               | X                             | X                             | X                         | X                             | X                                |
| ADP Security Code 54      | X        | X                 | X                            | X                   | X                     | X                         | X                     | X                             | X                                | X               | X                             | X                             | X                         | X                             | X                                |
| Instruction Code 06       | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Assistant Instruction Code 05M | 6  | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Academic Associates        | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Registrar Code 61         | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Mgmt Analyst Code 611     | 6        | 5                 | 5                            | 5                   | 5                     | 5                         | 5                     | 5                             | 5                                | 5               | 5                             | 5                             | 5                         | 5                             | 5                                |
| Class Scheduler Code 612  | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Admissions Code 62        | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| DRM Code 64               | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| DRSEC Code 65             | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| OP Med Info Lab Code 66   | 6        | 6                 | 6                            | 6                   | 6                     | 6                         | 6                     | 6                             | 6                                | 6               | 6                             | 6                             | 6                         | 6                             | 6                                |
| Faculty Code 07           | 8        | 8                 | 8                            | 8                   | 8                     | 8                         | 8                     | 8                             | 8                                | 8               | 8                             | 8                             | 8                         | 8                             | 8                                |

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Sometimes IS DEVELOPED THROUGH One or More GENERIC_BUDGET
Sometimes CONTAINS One or More AUTOMATED_INFO_SYSTEM_RESOURCE
Sometimes IS PROVIDED THROUGH One or More AGREEMENT
Sometimes IS BUILT AND MAINTAINED BY One NAVAL_POSTGRADUATE_SCHOOL
Subject Area: LOCATIONS
    Gefographical Location Area
        Monterey County Location
            Monterey County Location Area
                La Mesa Village Location
                    NPS Annex Location
                NPS Astro Area Location
                NPS Beach Location
            NPS Campus Location
    SANTA CRUZ COUNTY LOCATION
    SAN BENITO COUNTY LOCATION
    SAN LUIS OBISPO COUNTY LOCATION

Relationship:
    Sometimes IS THE SITE OF One or More SITUATION
    Sometimes IS ON One of More LAND
    Sometimes IS DEVELOPED BY One or More NPS PROGRAM
    Sometimes IS DEVELOPED IN One or More NPS PLAN
    Sometimes IS USED BY One or More NPS VISITOR OR GUEST
    Sometimes IS USED BY One or More GENERIC NPS STAFF
    Sometimes IS USED BY One or More GENERIC NPS FACULTY
    Sometimes IS OCCUPIED BY One or More TENANT COMMAND
    Sometimes IS OCCUPIED BY One or More NPS ORGANIZATIONAL CODE
    Sometimes IS OCCUPIED BY One or More ACADEMIC DEPT OR GROUP
    Sometimes STORES One or More MATERIAL
    Sometimes CONTAINS One or More FACILITY
    Sometimes CONTAINS One or More AUTOMATED INFO SYSTEM RESOURCE
    Sometimes HAS FACILITIES OF One NAVAL POSTGRADUATE SCHOOL
MATERIEL
MATERIAL

Sometimes IS USED BY One or More SITUATION
Sometimes IS USED BY One or More NPS_PROGRAM
Sometimes IS ACQUIRED THROUGH One or More NPS_PLAN
Sometimes IS USED BY One or More NPS_VISITOR_OR_GUEST
Sometimes IS USED BY One or More GENERIC_NPS_STUDENT
Sometimes IS USED BY One or More GENERIC_NPS_STAFF
Sometimes IS USED BY One or More GENERIC_NPS_FACULTY
Sometimes IS USED BY One or More TENANT_COMMAND
Sometimes IS USED BY One or More NPS_ORGANIZATIONAL_CODE
Sometimes IS USED BY One or More ACADEMIC_DEPT_OR_GROUP
Sometimes IS STORED_IN One or More LOCATION
Sometimes IS REGULATED_BY One or More GENERIC_GUIDANCE
Sometimes IS ACQUIRED_BY One or More GENERIC_FUND
Sometimes IS ACQUIRED_THROUGH One or More GENERIC_BUDGET
Sometimes IS REQUIRED_BY One or More FACILITY
Sometimes IS REQUIRED_BY One or More AUTOMATED_INFO_SYSTEM_RESOURCE
Sometimes IS PROVIDED_BY One or More AGREEMENT
Sometimes IS OBTAINED_AND_USED_BY One NAVAL_POSTGRADUATE_SCHOOL
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<td>Sometimes ACQUIRES_MANAGES_AND_USES One or More LAND</td>
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<td>Sometimes HOSTS One or More NPS_VISITOR OR GUEST</td>
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<td>Sometimes EMPLOYS One or More GENERIC_NPS_STAFF</td>
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<td>Relationship</td>
<td>Sometimes CREATE_AND_MAINTAINS One or More GENERIC_RESEARCH_CAPABILITY</td>
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<td>Sometimes CREATE_AND_MAINTAINS One or More MILITARY_OPS_SUPPORT_CAPABILITY</td>
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<td>Sometimes CREATE_AND_MAINTAINS One or More GENERIC_INSTRUCTION_CAPABILITY</td>
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<td>Relationship</td>
<td>Sometimes INCLUDES One or More AUTOMATED_INFO_SYSTEM_RESOURCE</td>
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<td>Sometimes CREATE_AND_MAINTAINS One or More AGREEMENT</td>
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<td>Sometimes IS_CLASSIFIED_AS One USN_EDUCATIONAL_ORGANIZATION</td>
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Subject Area
Entity Type
Partitioning
Subtype
Relationship
Sometimes RESOLVES One or More SITUATION
Sometimes ADMINISTERS One or More NPS_PROGRAM
Sometimes DEVELOPS One or More NPS_PLAN
Sometimes HOSTS One or More NPS_VISITOR_OR_GUEST
Sometimes EDUCATES One or More GENERIC_NPS_STUDENT
Sometimes CONTAINS One or More GENERIC_NPS_STAFF
Sometimes CONTAINS One or More GENERIC_NPS_FACULTY
Sometimes INTERFACES_WITH One or More TENANT_COMMAND
Sometimes IS_BELONGS_TO One or More NPS_ORGANIZATIONAL_CODE
Sometimes USES One or More MATERIAL
Sometimes OCCUPIES One or More LOCATION
Sometimes DEVELOPS One or More GENERIC_GUIDANCE
Sometimes IS_REGULATED_BY One or More GENERIC_GUIDANCE
Sometimes OBTAINS_AND_USES One or More GENERIC_FUND
Sometimes DEVELOPS One or More GENERIC_BUDGET
Sometimes OPERATES_AND_CONTROLS One or More FACILITY
Sometimes OPERATES_AND_CONTROLS One or More AUTOMATED_INFO_SYSTEM_RESOURCE
Sometimes CREATES_AND_MAINTAINS One or More AGREEMENT
Sometimes IS_CREATED_AND_MAINTAINED_BY One NAVAL_POSTGRADUATE_SCHOOL
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<th>Entity Type</th>
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Entity Type | TENANT_COMMAND
--- | ---
Relationship | Sometimes RESOLVES One or More SITUATION
Relationship | Sometimes OCCUPIES One or More LAND
Relationship | Sometimes ARE ADMINISTERED BY One or More NPS_PROGRAM
Relationship | Sometimes INTERFACES WITH One or More GENERIC_NPS_STUDENT
Relationship | Sometimes INTERFACES WITH One or More GENERIC_NPS_STAFF
Relationship | Sometimes INTERFACES WITH One or More GENERIC_NPS_FACULTY
Relationship | Sometimes INTERFACES With One or More NPS_ORGANIZATIONAL_CODE
Relationship | Sometimes INTERFACES WITH One or More ACADEMIC_DEPT_OR_GROUP
Relationship | Sometimes USES One or More MATERIAL
Relationship | Sometimes OCCUPIES One or More LOCATION
Relationship | Sometimes DEVELOPS One or More GENERIC_GUIDANCE
Relationship | Sometimes IS REGULATED BY One or More GENERIC_GUIDANCE
Relationship | Sometimes OBTAINS AND USES One or More GENERIC_FUND
Relationship | Sometimes DEVELOPS One or More GENERIC_BUDGET
Relationship | Sometimes OPERATES AND CONTROLS One or More FACILITY
Relationship | Sometimes OPERATES AND CONTROLS One or More AUTOMATED_INFO_SYSTEM_Resource
Relationship | Sometimes CREATES AND MAINTAINS One or More AGREEMENT
Relationship | Sometimes IS HOSTED BY One NAVAL POSTGRADUATE SCHOOL
Relationship | Sometimes IS_COMPOSED_OF One or More DOD_ORGANIZATION
Subject Area
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STUDENTS

CIVILIAN_NPS_STUDENT

- CIVILIAN_STUDENT_TYPE
  - FOREIGN_CIVILIAN_STUDENT
  - US_CIVILIAN_STUDENT

GENERIC_NPS_STUDENT

- IS_SUPPORTED_BY One or More MILITARY_OPS_SUPPORT_CAPABILITY
- PROVIDES One or More GENERIC_RESEARCH_CAPABILITY
- IS_EDUCATED_BY One or More GENERIC_INSTRUCTION_CAPABILITY
- DEVELOPS One or More SITUATION
- RESOLVES One or More SITUATION
- IS_ADMINISTERED_BY One or More NPS_PROGRAM
- ARE_CONSIDERED_IN One or More NPS_PLAN
- INTERFACES_WITH One or More NPS_VISITOR_OR_GUEST
- INTERFACES_WITH One or More GENERIC_NPS_STAFF
- IS_EDUCATED_BY One or More GENERIC_NPS_FACULTY
- INTERFACES_WITH One or More TENANT_COMMAND
- INTERFACES_WITH One or More NPS_ORGANIZATIONAL_CODE
- IS_EDUCATED_BY One or More ACADEMIC_DEPT_OR_GROUP
- USES One or More MATERIAL
- USES One or More LOCATION
- IS_REGULATED_BY One or More GENERIC_GUIDANCE
- OBTAINS_AND_USES One or More GENERIC_FUND
- IS_ACCOUNTED_FOR_IN One or More GENERIC_BUDGET
- USES One or More FACILITY
- OPERATES One or More AUTOMATED_INFO_SYSTEM_RESOURCE
- CREATES_AND_MAINTAINS One or More AGREEMENT
- IS_EDUCATED_BY One NAVAL_POSTGRADUATE_SCHOOL

MILITARY_NPS_STUDENT

- MILITARY_STUDENT_TYPE
  - FOREIGN_MILITARY_STUDENT
  - US_MILITARY_STUDENT
Subject Area

Entity Type

PLANS

ACADEMIC PLAN
ADMINISTRATIVE PLAN
CURRICULAR PLAN
DEPARTMENTAL PLAN
FINANCIAL PLAN
MIL_OPS_SUPPORT_PLAN
NPS_PLAN

Relationship

Sometimes IS_AFFECTED_BY One or More ORGANIZATION
Sometimes RESOLVES One or More SITUATION
Sometimes IS_DEVELOPED_FOR One or More NPS_PROGRAM
Sometimes CONSIDERS One or More GENERIC_NPS_STUDENT
Sometimes IS_DEVELOPED_BY One or More GENERIC_NPS_STAFF
Sometimes IS_DEVELOPED_BY One or More GENERIC_NPS_FACULTY
Sometimes IS_DEVELOPED_BY One or More NPS_ORGANIZATIONAL_CODE
Sometimes IS_DEVELOPED_BY One or More ACADEMIC_DEPT_OR_GROUP
Sometimes ACQUIRES One or More MATERIAL
Sometimes DEVELOPS One or More LOCATION
Sometimes IS_CREATED_BY One or More GENERIC_GUIDANCE
Sometimes ALLOCATES One or More GENERIC_FUND
Sometimes IS_CLASSIFIED_AS One or More GENERIC_BUDGET
Sometimes DEVELOPS One or More FACILITY
Sometimes LEAD_TO_DEVELOPMENT_OF One or More AUTOMATED_INFO_SYSTEM_RESOURCE
Sometimes REQUIRES One or More AGREEMENT
Sometimes IS_DEVELOPED_BY One NAVAL_POSTGRADUATE_SCHOOL

Entity Type

ORGANIZATIONAL_CODE_PLAN
Subject Area
Entity Type
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Function
NPS_PROGRAM
Sometimes RESOLVES One or More SITUATION
Sometimes AFFECTS One or More ORGANIZATION
Sometimes IS AFFECTED BY One or More ORGANIZATION
Sometimes DEVELOPS One or More NPS_PLAN
Sometimes ADMINISTERS One or More GENERIC_NPS-STUDENT
Sometimes IS_ADMINISTERED BY One or More GENERIC_NPS-STAFF
Sometimes IS_ADMINISTERED BY One or More GENERIC_NPS-FACULTY
Sometimes IS_SPONSORED BY One or More DOD_ORGANIZATION
Sometimes ADMINISTERS One or More TENANT_COMMAND
Sometimes IS_ADMINISTERED BY One or More NPS_ORGANIZATIONAL_CODE
Sometimes IS_ADMINISTERED_BY One or More ACADEMIC_DEPT_OR_GROUP
Sometimes USES One or More MATERIAL
Sometimes DEVELOPS One or More LOCATION
Sometimes IMPLEMENTS One or More GENERIC_GUIDANCE
Sometimes ISALLOCATED One or More GENERIC_FUND
Sometimes DEVELOPS One or More GENERIC_BUDGET
Sometimes DEVELOPS One or More FACILITY
Sometimes DEVELOPS One or More AUTOMATED_INFO_SYS-RESOURCE
Sometimes DEVELOPS One or More AGREEMENT
Sometimes IS_DEVELOPED_AND_ADMINISTERED_BY One NAVAL_POSTGRADUATE_SCHOOL
Entity Type
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Function
ORGANIZATIONAL_CODE_PROGRAM
Subject Area | REAL ESTATE
Entity Type | LAND
Relationship | Sometimes IS CONTROLLED BY One or More GENERIC_NPS_STAFF
Relationship | Sometimes IS OCCUPIED BY One or More TENANT_COMMAND
Relationship | Sometimes CONTAINS One or More LOCATION
Relationship | Sometimes IS REGULATED BY One or More GENERIC_GUIDANCE
Relationship | Sometimes IS ACQUIRED AND MAINTAINED BY One or More GENERIC_FUND
Relationship | Sometimes ACQUISITION IS PLANNED IN One or More GENERIC_BUDGET
Relationship | Sometimes IS OCCUPIED BY One or More FACILITY
Relationship | Sometimes IS ACQUIRED AND USED THROUGH One or More AGREEMENT
Relationship | Sometimes IS ACQUIRED_MANAGED_AND_USED_BY One NAVAL_POSTGRADUATE_SCHOOL
SITUATIONS

SITUATION

- Sometimes IS_RESOLVED_BY One or More NPS_PROGRAM
- Sometimes IS_RESOLVED_THROUGH One or More NPS_PLAN
- Sometimes IS_DEVELOPED_BY One or More GENERIC_NPS_STUDENT
- Sometimes IS_RESOLVED_BY One or More GENERIC_NPS_STUDENT
- Sometimes IS_RESOLVED_BY One or More GENERIC_NPS_STAFF
- Sometimes IS_RESOLVED_BY One or More GENERIC_NPS_FACULTY
- Sometimes IS_RESOLVED_BY One or More TENANT_COMMAND
- Sometimes IS_RESOLVED_BY One or More NPS_ORGANIZATIONAL_CODE
- Sometimes IS_RESOLVED_BY One or More ACADEMIC_DEPT_OR_GROUP
- Sometimes USES One or More MATERIAL
- Sometimes OCCUR_AT One or More LOCATION
- Sometimes IS_RESOLVED_THROUGH One or More GENERIC_GUIDANCE
- Sometimes ALLOCATES One or More GENERIC_FUND
- Sometimes CHANGES One or More GENERIC_BUDGET
- Sometimes IS_RESOLVED_BY One NAVAL_POSTGRADUATE_SCHOOL
TAB E TO APPENDIX D

Entity-Relationship Diagram (Sectional Foldout)
LOCATIONS

LOCATION

GEOGRAPHICAL LOCATION AREA

MONTEREY COUNTY LO>

MONTEREY CO>

LA ME>

NPS A>

NPS A>

NPS B>

NPS C>

SAN B>
### Function vs. Entity Type Matrix

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Entity Type vs. Organizational Unit Matrix
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Subset: ALL  

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Subset: ALL

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Date: Aug. 29, 1994
Time: 15:46 Page: (2,2)
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| Function                                      | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| CIVILIAN INSTITUTION INSTRUCTION              | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| CURRICULAR PLAN                               | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| RESEARCH BUDGET                               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| STUDENT RESEARCH                              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| FEDERAL GOVERNMENT GUIDANCE                   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC FUND                                  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC NPS FACULTY                           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC RESEARCH CAPABILITY                   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC GUIDANCE                              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC INSTRUCTION CAPABILITY                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC BUDGET                                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC NPS STUDENT                           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GENERIC NPS STAFF                             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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TAB K TO APPENDIX D

Info System vs. Function Matrix
| Function                                                                 | FAU   | URS   | USN   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   | URS   |
|-------------------------------------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Charge All USN Resources                                               | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Provide USN Non Academic Support                                        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Coordinate Subarea Six                                                  |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| WUNISTORE USN Office Students                                           |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| WUNISTORE Aviation Safety Form                                          |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| PIETE EII                                                          |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| WUNISTORE USN Academic Programs                                         |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Conduct Other Instruction as Dir                                        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| WUNISTORE Continuing Ed Progs                                           | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| WUNISTORE Other USN School Progs                                        | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Charge All Program Curricula                                            |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Exercise Budgetary Control                                              |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| WUNISTORE USN Research Program                                          |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Provide Instruction to Students                                         |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Keep Code Advised                                                        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Perform All Assigned Duties                                             | X     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
TAB L TO APPENDIX D

Entity Type and Entity Sub-type Attributes
Tab L to Appendix D

ATTRIBUTE CROSS REFERENCES

Model: NFS DATA MODEL VERSION 5
Subset: ALL
Aug. 27, 1994 16:34

attribute: ACADEMIC COURSE ID
entity: ACADEMIC_COURSE_INSTRUCTION
properties: Mandatory Basic Text Length: 0

attribute: ACADEMIC_COURSE_TYPE
entity: ACADEMIC_COURSE_INSTRUCTION
properties: Mandatory Basic Text Length: 0

attribute: ACADEMIC_DEPARTMENT_ID
subtype: ACADEMIC_DEPARTMENT of entity: ACADEMIC_DEPT_OR_GROUP
properties: Mandatory Basic Text Length: 0

attribute: ACADEMIC_DEPT_OR_GRP_TYPE
entity: ACADEMIC_DEPT_OR_GROUP
properties: Mandatory Basic Text Length: 0

attribute: ACADEMIC_GROUP_ID
subtype: ACADEMIC_GROUP of entity: ACADEMIC_DEPT_OR_GROUP
properties: Mandatory Basic Text Length: 0

attribute: ACTION ENTRY
entity: IEF_SUPPLIED
properties: Mandatory Basic Text Length: 2

attribute: AGREEMENT_ID
entity: AGREEMENT
properties: Mandatory Basic Text Length: 0

attribute: APPROPRIATED_FUND_ID
entity: APPROPRIATED_FUND
properties: Mandatory Basic Text Length: 0

attribute: APPROPRIATED_FUND_TYPE
entity: APPROPRIATED_FUND
properties: Mandatory Basic Text Length: 0

attribute: AUTOMATED_INFO_RESOURCE_ID
entity: AUTOMATED_INFO_SYSTEM_RESOURCE
properties: Mandatory Basic Text Length: 0

attribute: AVERAGE_CURRENCY
entity: IEF_SUPPLIED
properties: Mandatory Basic Number Length: 11 Decimal: 2

attribute: AVERAGE_INTEGER
entity: IEF_SUPPLIED
properties: Mandatory Basic Number Length: 9 Decimal: 0

attribute: AVERAGE_REAL
entity: IEF_SUPPLIED
properties: Mandatory Basic Number Length: 15 Decimal: 4

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-End of Report-
TAB M TO APPENDIX D

Activity Hierarchy Diagram (AHD) Decomposition
ADMINISTER EDUCATION PROGRAMS

ADMINISTER FULLY FUNDED PROGRAMS

EXERCISE BUDGETARY CONTROL

MANAGE ALL PROGRAM CURRICULA

ADMINISTER NPS PROGRAMS

ADMINISTER OTHER USN SCHOOL PRGM

ADMINISTER CIV INSTRUCTION PRGMS

ADMINISTER CONTINUING ED PRGMS

CONDUCT OTHER INSTRUCTION AS DIR
EXERCISE BUDGETARY CONTROL

DEVELOP FINANCIAL PLANNING

COORDINATE FINANCIAL PLANNING
MANAGE ALL PROGRAM CURRICULA

- DEVELOP CURRICULAR PROGRAMS
- COORDINATE CURRICULA
- PERIODICALLY REVIEW CURRICULA
- MAINTAIN CURRENT CURRICULA
- LIAISON WITH PROGRAM MANAGERS
- RECOMMEND NEW STUDY AREAS
- RECOMMEND NEW METHODOLOGIES
DEVELOP CURRICULAR PROGRAMS

FORMULATE CURRICULA CONTENT
ADMINISTER NPS PROGRAMS

MANAGE ALL NPS RESOURCES

ADMINISTER NPS ACADEMIC PROGRAMS

ADMINISTER NPS OFFICER STUDENTS

PROVIDE NPS NON ACADEMIC SUPPORT

ADMINISTER NPS RESEARCH PROGRAM

ADMINISTER AVIATION SAFETY PRGM

DIRECT DRMI
MANAGE ALL NPS RESOURCES

- DETERMINE RESOURCE REQUIREMENTS
- VERIFY JUSTIFIED RESOURCE REQMTS
- RECOMMEND RESOURCE ALLOCATIONS
- MONITOR RESOURCE USE
- CONDUCT PROGRAM APPRAISAL
- PROVIDE GUIDANCE TO COMPTROLLER
- PROVIDE GUIDANCE TO CEO
- PROVIDE GUIDANCE TO HRO DIRECTOR
- COORDINATE RESOURCE MGMT ISSUES
- SIGN RESOURCES BY DIRECTION

- COMPTROLLER
- HRO DIRECTOR
- COMMAND EVALUATION OFFICER

- PREPARE ACADEMIC BUDGET
- MAKE FACULTY AVAILABLE
- MAINTAIN FACULTY STANDARDS
- PROVIDE STAFF TO DEAN OF FACULTY
- COORDINATE MIL STAFF ASSIGNMENTS

COORDINATE MANAGEMENT CONTROL

- MAINTAIN ASSESSABLE UNIT LIST
- CONDUCT VULNERABILITY ASSESSMENT
- DEVELOP ANNUAL MGMT CONTROL PLAN
- PROVIDE VA AND MCR TRAINING
- REPORT VA AND MCR RESULTS
- FOLLOW UP MCR WEAKNESSES

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COMPTROLLER

DEVELOP FINANCIAL PLANS
FORMULATE NPS BUDGET
DEVELOP NPS POM INPUTS
DETERMINE FINANCIAL REPROGRAM
COORDINATE BUDGETING
PROVIDE FINANCIAL ADVICE
PROVIDE OPTAR FUNDING CONTROLS
MAINTAIN SUPS FUNDS RECORDS
LIAISON WITH NAVFINCEN
PERFORM TIMEKEEPING FUNCTIONS
AUDIT THE IMPREST FUND
LIAISON WITH NAVY AUDIT SERVICE
COORDINATE GAO STUDIES
EXECUTE MANAGING TO PAYROLL
COORDINATE COM ACTIVITY REVIEW
PERFORM EXTERNAL BUDGET LIAISON
COORDINATE WITH NETSAFE
SIGN BUDGET BY DIRECTION
HR Director

- Provide human resource services
- Relate policy and manning needs
- Maintain Manning Info System
- Produce effective Manning Forms
- Develop HR Staff and Train All
- Communicate HR goals
- Evaluate HR effectiveness
- Conduct HR Planning
- Prepare HR budgets
- Sign HR by direction
- Provide Human Goals Training
- Maintain HR Program

Implement HR Policies

- Provide HR Policy Leadership
- Participate in HR Development
- Develop AFPP and PECPF
- Verify HR Compliance
- Manage Discrimination Complaints
- Select HR Personnel
- Ensure HR Objectives Met
- Prepare HR Budget
- Sign HR by Direction
- Serve as HR Representative

Supervise 8 HR Functions

- Represent Management
- Process Recruitment Actions
- Provide Employee Services
- Classify Civilian Positions
- Develop Employees
- Administer HR Programs
- Administer HR Automation
- Manage Drug Free Work Place Form
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EXERCISE NPS RESPONSIBILITIES

PROVIDE EDUCATIONAL PROGRAMS

PLAN ACADEMIC AFFAIRS

PRESENT GRADUATE EDUCATION REVIEW
EXERCISE NPS RESPONSIBILITIES

CHAIR NPS PLANNING BOARD

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ADMINISTER EDUCATIONAL PROGRAMS

OVERSEE MILITARY FACULTY

PLAN ACADEMIC PROGRAMS

ADMINISTER ACAD PRGM RESOURCES

ADMINISTER ACADEMIC RESOURCES

SUPERVISE ACADEMIC DEPT CHAIRS

RECOMMEND FACULTY APPOINTMENTS

REC FACULTY PROMOTION AND AWARDS

HELP DEVELOP RESEARCH PROGRAMS

PREPARE ACADEMIC BUDGETS

ALLOCATE ACADEMIC DEPT BUDGETS

PARTICIPATE ON NPS PLANNING BRD

REC ASSOCIATE DEAN OF FACULTY

REC ACADEMIC DEPT CHAIRS

HELP DEVELOP NEW CURRICULA

IMPLEMENT STAFF DEVELOPMENT PRGM

ACT AS CODE 07 RESOURCE MANAGER

COORDINATE ACCREDITATION PREPS

ACT AS PROVOST AS REQ
OVERSEE MILITARY FACULTY

- PREPARE O5 OFFICER EVALS
- SIGN O4 OFFICER EVALS
- TRACK MIL FACULTY RANKING RECS
- OBTAIN MIL FACULTY REPLACEMENTS
- COORDINATE MIL FACULTY MENTORS
- PROVIDE TQL
- COORD MIL FACULTY MTG ATTENDANCE
- EVAL MIL FAC PROF DEVELOP PLANS
- PARTICIPATE IN SOC
- REPRESENT MIL FAC IN MTGS
- PROVIDE INFO TO MIL FACULTY
- REPRESENT MIL FACULTY IN EVENTS
SUPervise Academic Dept Chairs

Chair Academic Dept or Group

Plan Academic Dept Program

Supervise Academic Dept

Accomplish Curricula Objectives

Supervise Research Programs

Provide Academic Dept Advice

Represent Academic and Admin NPS

Recruit Faculty and Staff

Rec Faculty and Staff

Provide Faculty Orientation

Oversee Faculty Mentor Program

Monitor Faculty Tech Improvement

Rec Faculty for Award and Promo

Evaluate Staff Performance

Keep Courses Up to Date

Submit Course Journals

Submit Textbook Requirements

Evaluate Course Instruction

Coordinate Grading Practices

Submit Grades on Time

Stay Familiar with CIV Institute

Help Curric Revws of Civ Inst Prg

Develop Academic Prgm Rsrc Plan

Submit Acad Resource Requests

Take Custody of Space and Equip

Exercise Safety Control

Provide Professional Development

Rec Associate Dept Chairs

Work with Curric Offer and Acad
REVIEW EDUCATIONAL AREAS

ENSURE CURRICULA STANDARDS
PLAN ACADEMIC AFFAIRS

DEVELOP STAFF AND FACULTY BUDGET

COORDINATE FACULTY EMPLOYMENT

LIAISON WITH MILITARY FACULTY

PLAN ACADEMIC LONG RANGE

SUPERVISE ACADEMIC BUDGET OFFICE

DEVELOP BUDGET TRACKING SYSTEMS

DEVELOP BUDGET MGMT REPORTS

REPORT BUDGET EXECUTION PROBLEMS

PROVIDE BDGT EXECUTION SOFTWARE

RECONCILE BUDGET RECORDS
ADMINISTER NPS OFFICER STUDENTS

ACT AS STUDENT RESOURCE MANAGER

SUPERVISE STUDENTS

MAINTAIN STUDENT STATISTICS

SERVE ON NPS PLANNING BOARD

ASSIST CODE 03 WITH STUDENTS

ASSIST CODE 03 WITH PROGRAMS

SIGN STUDENTS BY DIRECTION
ACT AS STUDENT RESOURCE MANAGER

COORDINATE STUDENT INPUTS
ASSIST CODE 03 WITH STUDENTS

ASSIST 03 MANAGE CURRIC AFFAIRS

COORDINATE CURRICULAR OFFICES

COORD INTERNATIONAL PRGMS OFFICE

COORDINATE SERVICE REPS

REPRESENT THE MARINE CORPS

MAINTAIN LIAISON WITH USMC HQ

MAINTAIN USMC PUB FILE

COUNSEL USMC OFFICERS

LOCALLY REPRESENT USMC

PERFORM FACULTY DUTIES AS USMC

REVIEW USMC FITREPS

COORDINATE USMC EDUCATION

REPRESENT THE ARMY

MAINTAIN LIAISON WITH ARMY HQ

MAINTAIN ARMY PUB FILE

COUNSEL ARMY STUDENTS

PROVIDE ADMIN SUPPT TO USA OFFCR

REVIEW ARMY OFFCR PRFRMNCE RPTS

REPRESENT THE AIR FORCE

SERVE AS C3 AND SP CURRIC OFFCR

MAINTAIN LIAISON WITH USAF CMDS

MAINTAIN USAF PUB FILE

COUNSEL USAF STUDENTS

SCHEDULE USAF MEETINGS

REVIEW USAF PERF REPORTS

PROVIDE USAF LIAISON OFFICE

SIGN NPS STUDENTS BY DIRECTION

ASSUME 03 DUTIES WHEN REQUIRED
ASSIST CODE 03 WITH PROGRAMS
  ASSIST CODE 03 WITH ADMIN
  PROVIDE EXT LIAISON FOR CODE 03
  OVERALL COORDINATION 03 STAFF
  CONTROL CODE 03 CORRESPONDENCE
  SUPERVISE CODE 03 OPTAR
  COORDINATE 03 STAFF PLACEMENT
  PREPARE 03 REPORTS
  SIGN STUDENTS AND CURRIC BY DIR
  ASSUME 03 DUTIES IF ABSENT
  MANAGE PROGRAMS AND PLANS
  MANAGE STUDENT AND CURRIC ADMIN
MANAGE PROGRAMS AND PLANS

GRADUATION COORDINATOR
- Schedule Graduation
- Coordinate Academic Awards
- Organize Graduation Rehearsal
- Monitor Biennial Curric Reviews
- Support Visiting Sponsors
- Act as Code 03 Supply Rep
- Route and File Code 03 Messages

STUDENT PROJECT OFFICER
- Produce Mntr
- Produce Monthly Bierras Report
- Maintain AOB Statistics
- Assist Production Gerb and Gerb
- Provide Command Brief Data

DIRECTOR EDUCATIONAL MEDIA
- Provide AV Liaison Within DoD
- Attend AV Conferences
- Arrange AV Demos and Displays
- Determine HPS AV Requirements
- Prepare AV Reports
- Liaison with DPPSO
- Act as HPS Print Coordinator
- Act as HPS Photographic Officer
- Provide AV Assistance to Faculty
- Conduct AV Training Seminars
- Disseminate New AV Info
- Produce Visual Information
- Provide Graphic Support
- Provide Photographic Services
- Provide Copying Equipment
- Maintain AV Custody
- Prepare AV Budget
MANAGE STUDENT AND CURRIC ADMIN

IMPLEMENT CODE 03 ADMIN

ADMINISTER 03 MINOR PROPERTY

COORDINATE 03 PW REQUESTS

SERVE AS EVENT ACTION OFFICER

SERVE AS 03 ADP ACTION OFFICER

ACT AS 03 SECURITY ACTION OFFCR

SERVE AS 03 TRAINING OFFICER

SERVE AS CODE 03 REP TO SAC

ASSIST MAINTAIN PHYS RSRCs INV

ASSIST GENERATE FACILITIES REQMT
ASSIST SUPERINTENDENT

PROVIDE ADMIN ASSISTANCE

- REVIEW CORRESPONDENCE
- COORDINATE SUP ACTION ITEMS
- SERVE NPS BOARD AS SECRETARY
- PREPARE OFFICIAL CORRESPONDENCE
- SIGN ADMIN BY DIRECTION
- PERFORM OTHER ADMIN DUTIES

SCHEDULE FLAG APPOINTMENTS

LIAISON OFFICIAL GUESTS

ASSIST WITH CEREMONIES

ARRANGE FLAG RECEPTIONS

ADMINISTER ORF AND PAF

PERFORM OTHER DUTIES AS ASSIGNED

REP SUP LIAISON OTHER SERVICES

REP SUP IN CIVIC COMMUNITY

ASSUME SUP DUTIES WHEN REQ

ACT FOR SUP FOR NPS FACILITY USE

PERFORM DUTIES ASSIGNED BY SUP
PROVIDE LEGAL SERVICES

- LEGALLY ADVISE SUPERINTENDENT
- COORDINATE FOIA AND PRIVACY ACT
- ACT AS ETHICS OFFICIAL
- DRAFT CONVENING ORDERS
- TAKE STAFF JAG ACTION
- PREPARE LEGAL PAPERS
- SERVE AS COMMAND LEGAL ADVISOR
- CONDUCT POST TRIAL REVIEWS
- RENDER LEGAL ASSISTANCE
- VERIFY LEGAL SUFFICIENCY
- ADJUDICATE PERSONNEL CLAIMS
- SIGN LEGAL BY DIRECTION
ADMINISTER SAFETY AND HEALTH PROGRAM

MANAGE S AND OH PROGRAM

DEVELOP PREVENTION PROGRAMS

PREPARE SAFETY RULES

CONDUCT SAFETY INSPECTIONS

ENSURE SAFETY COMPLIANCE

IMPLEMENT WORKPLACE MONITORING

RECORD SAFETY PROBLEMS

MANAGE HAZARD ABATEMENT PLAN

MAINTAIN MISHAP RECORDS

CONDUCT CAUSAL FACTOR STUDIES

IMPROVE SAFETY PROGRAMS

MAINTAIN SAFETY LIAISON

IMPLEMENT SAFETY REQUIREMENTS

COORDINATE OSH EXTERNALLY

CONDUCT SAFETY TRAINING

PROVIDE TECHNICAL SAFETY ADVICE

FOSTER SAFETY AWARENESS

PREPARE SAFETY BUDGET

ESTABLISH SAFETY GOALS

SERVE AS SAFETY CONSULTANT

IMPLEMENT HAZARD REPORTING

COORDINATE SAFETY PROCUREMENT

MONITOR TRAFFIC SAFETY PROGRAM

EVALUATE CIVILIAN INJURY CLAIMS

ADVISE SAFETY EMPLOYMENT

MONITOR OTHER SAFETY PROGRAMS

ATTEND SAFETY CONFERENCES

PROVIDE TENANT SAFETY SUPPORT

SIGN SAFETY BY DIRECTION

CHAIR OSH COMMITTEE
MANAGE COMPUTING AND IRM

MONITOR NPS COMPUTING INFO SRVCS

IMPLEMENT SCHOOL WIDE IRM POLICY

ADMINISTER COMP IMPROVE RSRCS

ACT AS CODE 05 POSITION MANAGER

ACT AS CODE 05 RESOURCE MANAGER

REC CODE 05 ASSOCIATE DEANS

SUPERVISE ACADEMIC COMPUTING

SUPERVISE LIBRARY

SUPERVISE MIS ACTIVITIES

SUPERVISE ADP SECURITY OFFICER

ADMINISTER ADP LIFE CYCLE PRGM

ADMINISTER ADP SECURITY PROGRAM

ADMINISTER COMPUTER INTEGRATION

SERVE ON PLANNING BOARD

SERVE AS EXEC SEC OF IRMEB

CHAIR CAB

CHAIR LIBRARY COUNCIL

MANAGE COMPUTER CENTER

PROVIDE LIBRARY AND INFO SERVICE

ADMINISTER ADMIN COMPUTING

SERVE AS ADP TECHNICAL AUTHORITY
ADMINISTER ADP SECURITY PROGRAM

- PROVIDE ADP SECURITY SRVCS
- ANALYZE ALL ADP ACTIONS FOR SEC
- SERVE SUP AS ADP DAA
- ADMINISTER ADP RISK MGMT PRGM
- HELP MAKE DISASTER RECOV POLICY
- EXEC ADP SECURITY TRAINING PRGM
- SERVE AS ADP SECURITY CONSULT
MANAGE COMPUTER CENTER

- CONTROL AND SUPERVISE CC RESOURCES
- RECRUIT ADP PERSONNEL
- PLAN ADP PROCUREMENT
- SUBMIT ACAD ADP BUDGET COST EST
- MAINTAIN EXTERNAL ADP CONTACTS
ADMINISTRER ADMIN COMPUTING

OVERSEE NPS DEVELOPED ADMIN ADP

PLAN ADMIN ADP BUSINESS SYS USE

DIRECT MIS NEED STUDIES

OVERSEE ADMIN LANS

SUBMIT ADMIN ADP BUDGET COST EST

SUPERVISE ADMIN ADP NEW TECH

SUPERVISE MULTIUSER SYS DATA

OVERSEE ADMIN NET AND APP DEV GP
ADMINISTER MWR ACTIVITIES

SUPERVISE COM OFF AND FAC CLUB

SUPERVISE ENLISTED CLUB OPS

SUPERVISE RECREATION DIVISION

COORDINATE RECREATIONAL ACTIVITY

COORDINATE INTRAMURAL SPORTS PGM

COORDINATE THE YOUTH PROGRAM

COORDINATE THE GYMNASIUM

COORDINATE FITNESS ACTIVITIES

COORDINATE THE SAILING PROGRAM

SUPERVISE NAVY GOLF COURSE

ACCOUNT FOR REC SPACES AND EQUIP

SUPERVISE REC SPACE OPS

PREP MWR BUDGETS

ADVISE SPECIAL INTEREST GROUPS

SUPERVISE COORD SPECIAL EVENTS

COORD NPS COMMUNITY SRVC USE

SUPERVISE THE MWR ADMIN OFFICE

PROVIDE ADMIN SERVICES TO MWR

CONTROL ALL MWR EQUIPMENT
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MANAGE THE PW SHOPS DIVISION

MAINTAIN NPS TELEPHONE SYSTEMS

PERFORM ON SITE TELEPHONE REPAIR
INSTALL TELEPHONE EQUIP AND WIRE
INSTALL AND TEST TELEPHONE COMPS
PROVIDE PHONE TECH EXPERTISE
LIAISON FOR TELEPHONE NEEDS
REVIEW TELCO PROPOSALS

PERFORM FACILITIES REPAIRS

PERFORM FACILITIES ALTERATIONS

PERFORM OWN FACILITY CONSTRUCT

OPERATE UTILITY PLANTS AND DISTR

CONDUCT MAINTENANCE INSPECTIONS

OVERSEE TRANSPORTATION SHOP OPS

OVERSEE VEHICLE DISPATCH
OVERSEE VEHICLE REPAIRS
OVERSEE USE OF EQUIPMENT
OVERSEE MAINTENANCE OF EQUIPMENT
OVERSEE WT LIFT TESTS
MAINTAIN MOTOR VEHICLE ACC PREV
MAINTAIN DRIVER TRAINING PRG
MAINTAIN THE DRIVER TEST PROGRAM

OPERATE MECHANICAL EQUIP AND SYS

OPERATE NPS BOILER FULL TIME
MANAGE FAC SPT SERV CONTRACT DIV

VERIFY CONTRACT WORK REQUESTS

ESTIMATE JOB MANPOWER AND MAILS

PROVIDE CONTRACT INSPECT PERSON

EVAL CONTRACT SCOPE AND PERF

DEVELOP SERVICE CONTRACT QA PRGM

EVAL SERVICE CONTRACT INVOICE

UPDATE FAR FOR SERVICE CONTRACTA
PROVIDE ADMIN ASSISTANCE TO PW

- ACT AS PW DEPT FINANCIAL MANAGER
- COORDINATE PW PERSONNEL ACTIONS
- LIAISON PW WITH HRO
- PROVIDE PW DEPT OFFICE SERVICES
- PREPARE PW DEPT BUDGETS
- EVALUATE PW DEPT CONTROL REPORTS
- FINANCIALLY CONTROL JOB ORDERS
- ADMINISTER COLLATERAL EQUIP PRGM
MANAGE MAINT CONTROL DIV

- SCREEN AND CLASSIFY JOB ORDERS
- EST MENG AND MATERIAL FOR JOBS
- DETERMINE NEED FOR ENG ADVICE
- PREPARE CONTRACT RFP FOR WORK
- JUSTIFY FUNDING SPECIAL PROJECTS
- DEVELOP INSPECTION STANDARDS
- MAINTAIN FACILITY HISTORY RECORD
- APPROVE NORMAL MAINT JOB ORDERS
- EVALUATE NEW IDEAS AND TECHNIQUE
- ADAPT NAVFACENGCOM STANDARDS
- ANALYZE WORK DATA FOR CHANGES
- INSPECT FACILITIES ANNUALLY
- MAINTAIN PW FUNCTION COST DATA
- TRACK NAVOSH DEFICIENCIES
- REC NEW WAYS FOR TASKS
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SERVE AS NAVSUP CONTRACT OFFCR

SERVE AS NPS CONTRACT OFFICER

ENSURE CONTRACT REG COMPLIANCE

MONITOR SPECIAL CONTRACT PRGMS

PROVIDE LOGISTIC SUPPORT SERVICE

OPERATE READY SUPPLY STORE

OPERATE THE ENLISTED GALLEY

ASSIST OPERATE ENLISTED GALLEY

SUPervise ENLISTED GALLEY ORG

KEEP ENL GALLEY FOOD SUPPLIES

PREPARE FOOD SERVICE INSTRUCTION

ASSIGN FOOD SERVICE PERSONNEL

MAINTAIN FOOD SERVICES SPACES

ANALYZE AND REVW ENL GALLEY MENU

MAINTAIN FOOD SERVICE RECORDS

MONITOR FOOD SERV CONTRACT PERF

OPERATE PERSONAL PROPERTY OFFICE

OPERATE PROPERTY MANAGEMENT BRCH

SUBMIT SUPPLY BUDGETS

SIGN CONTRACT AND SUPPLY BY DIR

MONITOR HAZMAT CONTROL PROGRAM

MANAGE MATERIAL DIVISION PRGMS

MANAGE CONTROLS DIVISION
MANAGE MATERIAL DIVISION PRGRMS

- ADVISE SUPO OF MAT DIV WORKLOAD
- ENSURE PROC COMPLY WITH DIRS

OPERATE PERSONAL PROPERTY PRGRM

- PROVIDE PERS PROPERTY COUNSELING
- ARRANGE HOUSEHOLD GOOD SHIPMENTS
- PROCESS PERS PROPERTY LOSS CLAIM
- SUPERVISE PROPERTY CARRIERS

SUPERVISE READY SUP STORE OPS

SUPERVISE OFFICE SUPPLY ISSUE RM

SUPERVISE SHIPPING AND RECEIVING

- SUPERVISE OUTBOUND FREIGHT OPS
- SUPERVISE INBOUND FREIGHT OPS

INVESTIGATE GOVT LOSS CLAIMS

SUPERVISE THE PERSONAL PROP PRGM

- CONDUCT PRECIOUS METALS RECOVERY
- INVENTORY PERSONAL EFFECTS
- SUPERVISE MATERIAL HANDLING EQPT

SUPERVISE HAZMAT CONTROL PRGM

PERFORM FOOD SERV OFFCR DUTIES
MANAGE CONTROLS DIVISION

ADVISE SUP CO CONTROL DIV WORKLOAD

ACT AS A CONTRACTING OFFICER

SUPERVISE MATERIAL ISSUE CONTROL

PROVIDE PROCUREMENT CONTRACT SERVICE

CONDUCT PROCUREMENT CONTRACTING

ENSURE CONTRACT COMPLY WITH REGS

OPERATE IMPREST FUND

ADMINISTER BPAS

SUPERVISE MAIL RECEIPT CONTROL

ANALYZE CONTRACT STATS

MONITOR SPEC PRGM ACQUISITIONS

SERVE AS SUPPLY DIVISION OFFICER
MANAGE ADMIN AND MIL PERS SERVCS

MANAGE ADMIN AND GIVE ADVICE

MANAGE THE ADMINISTRATIVE OFFICE

ADMINISTER TAD AND LEAVE ORDERS

PROVIDE INFO ON RECORDS DISPOSAL

SERVE AS ADMIN DIV OFFICER

ACT AS OFFICIAL MAIL CNTRL OFFCR

SUPERVISE STUDENT GUARD MAIL CTR

SUPERVISE METERED MAIL ROOM

MAINTAIN CORRESPONDENCE TICKLER

SIGN ADMIN MATRS BY DIRECTION

SUPERVISE ADMIN RESPONSIBILITIES

COORDINATE PSD MONTEREY

LIAISON WITH PSD

SUBMIT BASEREPO ANNUALLY

SIGN ADMIN MATTERS BY DIRECTION
COORDINATE PUBLIC AFFAIRS

ACT AS PUBLIC RELATIONS TECH ADV

SUPPORT USN PUBLIC AFFAIRS

PROVIDE PAO ACTION GUIDANCE

PREPARE USN PAO SUPPORT INFO

MAINTAIN LIAISON WITH MIL ACTS

REVIEW ALL UNCLAS MATERIAL

ACT AS PAO PUBS CONTRACT REP

ACT AS MEDIA PHOTO RELEASE AUTH

ACT AS COMMAND HISTORIAN

SUPPORT COMMUNITY RELATIONS

REPRESENT NPS ON CIVIC COMMITTEE

SERVE US FOREIGN POLICY

MAINTAIN LIAISON WITH LOCAL MEDIA

INFORM ALL AUDIENCES ABOUT NPS

STIMULATE PUBLIC INTEREST IN NPS

PREPARE NEWS RELEASES

FACILITATE MEDIA HANDOUTS

ARRANGE PRESS INTERVIEWS

ANSWER MEDIA QUERIES

ANSWER GENERAL PUBLIC QUERIES

MAINTAIN SPEAKERS BUREAU

OPERATE NPS HISTORICAL EXHIBIT

PRODUCE COMMAND NEWSPAPER

LIAISON WITH THE CLASSMATE ED

PLAN SPECIAL EVENT PARTICIPATION

ORGANIZE PORT VISITS

COORDINATE SHIP VISIT REC PRGMS

SERVE AS BOARDING OFFICER

ARRANGE TOURS AND OPEN HOUSE
ADMINISTER CMD RELIGIOUS PRGM

COORDINATE DIVINE SERVICES

FACILITATE FREE EX OF RELIGION

PROVIDE SACRAMENTAL MINISTRY

ORG VOLUNTARY RELIGIOUS ED

VISIT SICK OR CONFINED PERSONNEL

LIAISON WITH LOCAL RELIGIOUS GRP

INFORM PAO OF RELIGIOUS ACTIVITY

SUBMIT QTRLY RELIGIOUS REPORT

TRAIN RELIGIOUS PERSONNEL

ADMINISTER RELIGIOUS OFFER FUND
SUPERVISE NPS BACHELOR QUARTERS

- COORDINATE ALL BQ OPERATIONS
- ASSIGN BQ OPS PERSONNEL
- ADMINISTER BQ OPS
- ENFORCE BQ RULES AND REGS
- SUPERVISE BQ STAFF
- TRAIN BQ STAFF
- MAINTAIN BQ STANDARDS
- LIAISON PW PROGRAM BQ MAINT
- PROVIDE BQ MAINT REQUIREMENTS
- INTEGRATE BQ REQMTS INTO PLANS
- CONDUCT ANNUAL INSPECT WITH PW
- VERIFY BQ REPORT ACCURACY
ADMINISTER NEX ACTIVITIES

ACT AS NEX ACCOUNTABLE OFFICER

CONTRACT AND PROCURE NAF PRODUCT
HELP PROVIDE NON ACADEMIC SUPPRT

  CHAIR SPACE ALLOCATION COMMITTEE
  SERVE AS SENIOR WATCH OFFICER
  ACT AS NFCU LIAISON OFFICER
  LIAISON WITH NTCC
  LIAISON WITH DENTAL
  LIAISON WITH NAVMEDADMIN
  PROVIDE FUNERAL DETAILS UPON REQ
  MANAGE MAA FORCE
  COORDINATE NPS COLOR GUARD
  SUPERVISE COMMAND URINALYSIS
ADMINISTER NPS RESEARCH PROGRAM

IMPLEMENT RESEARCH ADMIN POLICY
IMPLEMENT RESEARCH QA MONITOR
MAINTAIN EXT RESEARCH CONTACTS
CHAIR RESEARCH ADVISORY PANEL
PREP RESEARCH REPORTS AS REQ
SUBMIT RESEARCH BUDGET REQUEST
SIT ON NPS PLAN BOARD
PROMOTE NPS RESEARCH
SELECT MENNEKEN AWARD WINNER
REC ASSOCIATE RESEARCH DEANS
OVERSEE RESEARCH ADMIN OFFICE
OVERSEE ACADEMIC ADMIN OFFICE
MAINTAIN NPS RESEARCH CAPABILITY
ENGAGE IN OTHER RESEARCH
SUPERVISE INSTITUTIONAL RESEARCH
OVERSEE RESEARCH ADMIN OFFICE
- ADMINISTER NPS RESEARCH FUNDS
- OVERSEE RESEARCH PROPOSALS
- HANDLE DEPT FUNDING PROPOSAL
- ADMINISTER RESEARCH CHAIRS
- ADMINISTER POST DOCTORAL PRGMS
- ADMINISTER FACULTY EXCHANGES
- PREP INTEL PROP GUIDELINES
- SERVE AS POC FOR PATENTS
- ADMINISTER TECH REPORT PROCESS
- PUBLISH RESEARCH RELATED ITEMS
OVERSEE ACADEMIC ADMIN OFFICE

- ADMINISTER REQS FOR CONFERENCES
- COORDINATE CONFERENCES
- ADMINISTER THESIS PROCESSING
- ADMIN ASSIST ADV INST WORKSHOPS
- COORD REQS FOR FACULTY AWARD
- PREPARE ACADEMIC CALENDAR
- LIAISON WITH WASC
- PREPARE FACULTY RESUME BOOK
SUPervise Institutional Research

- Develop Information Databases
- Develop Requested Reports
- Design Systems
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<td>SIGN AVIATION SAFETY BY DIR</td>
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ADMINISTER CIV INSTRUCTION PRGMS

DIRECT CIVILIAN INSTITUTION PRGM

- MANAGE OFFCR IN CIV INSTITUTIONS
- COORDINATE CIV INST OFFCR RSRCH
- MAINTAIN PRGM OBJ AND SKIL RMNTS
- MANAGE ASSIGNED 03 RESOURCES
- COORDINATE CIV INST MGMT EFFORTS
- COORD SUBSPECIALTY CURRICULA
- MAKE CIV INST CURRIC RECS
- COUNSEL OFFICERS ON AEP
- SCREEN PHD PROGRAM CANDIDATES
- SIGN CIV INST BY DIRECTION
- SUBMIT CIV INST BUDGETS
KEEP CNO ADVISED

PROVIDE CNO STATUS REPORTS

MAKE CHANGE RECOMMENDATIONS

RECOMMEND ACADEMIC CHANGES

RECOMMEND FACILITIES CHANGES

RECOMMEND FUNDING CHANGES

RECOMMEND LOGISTIC CHANGES

MAINTAIN NITRAS RECORDS
COORDINATE SUBAREA SIX

- ACT FOR SUP IN AREA COORDINATION
- DEVELOP LOGISTICS SUPPORT PLAN
- MAINTAIN LOGISTIC SUPPORT PLAN
- SUPPORT NAVAL RESERVE
- PERFORM OTHER STAFF FUNCTIONS
PERFORM ALL ASSIGNED DUTIES

ACCOMPLISH THE COMMAND MISSION

SUPERVISE PLAN EXECUTION

ADMINISTER ASSIGNED PERSONNEL

ACCOMPLISH ASSIGNED OBJECTIVES

REMAIN INFORMED OF POLICIES

BRING ATTENTION TO SUPERVISORS
TAB N TO APPENDIX D

Activity Definition Report
Tab N to Appendix D
Activity Definition

Model: NPS DATA MODEL VERSION 5
Subset: ALL
Aug. 27, 1994 16:08

Name: ADMINISTER_AVIATION_SAFETY_PRGM

Description: Operate the aviation safety courses offered by
the Aviation Safety Programs Division. [SORM: 229.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: INSTRUCT_AVIATION_SAFETY
SUPERVISE_AVIATION_SAFETY_DIV
REPRESENT_AVIATION_SAFETY_PRGMS
RECRUIT_AVIATION_INSTRUCTORS
EVALUATE_AVIATION_INSTRUCTORS
EVALUATE_AVIATION_COURSES
COORDINATE_AVIATION_COURSE_GRADE
KEEP_AVIATION_COURSE_UP_TO_DATE
MAINTAIN_AVIATION_LIAISON
PERFORM_NASP_RESPONSIBILITIES
PREPARE_AVIATION_SAFETY_BUDGET
CONTROL_AVIATION_SAFETY_EQUIPMENT
SIGN_AVIATION_SAFETY_BY_DIR

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MATERIAL  read
LOCATION  read
FACILITY  read
AUTOMATED_INFO_SYSTEM_RESOURCE  read
AGREEMENT  read
ACADEMIC_DEPT_OR_GROUP  read

Name: ADMINISTER_CIV_INSTRUCTION_PRGMS

Description: Administer fully-funded graduate education programs at civilian universities (the Superintendent will coordinate monitoring and reporting on campus between students in Civilian Institution Programs and the local Professors of Naval Science). [SORM: 104]

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Subordinates: DIRECT_CIVILIAN_INSTITUTION_PRGM

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Name: ADMINISTER_CONTINUING_ED_PRGMS
Description: Administer the continuing education/off duty efforts at the graduate level within established policy guidelines. [SORM: 104]

Plan, produce, conduct and administer programs of educational services using nontraditional approaches to help naval officers, other authorized U.S. and international officer and civilian personnel, and eligible enlisted military personnel to acquire, maintain and improve their competence through continuing education and updating their educational abilities in a cost-effective manner. [SORM: 200.b.(9)]

Type: Function

Subordinate of: ADMINISTER_EDUCATION_PROGRAMS

Expected Effects:

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Name: ADMINISTER_EDUCATION_PROGRAMS
Description:

Type: Function

Subordinate of: COORDINATE_ACADEMIC_PROGRAMS

Subordinates: ADMINISTRER_FULLY_FUNDED_PROGRAMS
ADMINISTRER_CONTINUING_ED_PRGMS
CONDUCT_OTHER_INSTRUCTION_AS_DIR

Name: ADMINISTRER_FULLY_FUNDED_PROGRAMS

Description: Administers the fully-funded graduate education
programs at the Naval Postgraduate School, other
service graduate schools, and civilian universities.
[SORM: 104]

Type: Function

Subordinate of: ADMINISTER_EDUCATION_PROGRAMS

Subordinates: EXERCISE_BUDGETARY_CONTROL
MANAGE_ALL_PROGRAM_CURRICULA
ADMINISTER_NPS_PROGRAMS
ADMINISTER_OTHER_USN_SCHOOL_PRGM
ADMINISTER_CIV_INSTRUCTION_PRGMS

Name: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Description: Provide overall academic administration of the
Naval Postgraduate School. [SORM: 103.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: EXERCISE_NPS_RESPONSIBILITIES
PROVIDE_EDUCATIONAL_PROGRAMS
PLAN_ACADEMIC_AFFAIRS
PRESENT_GRADUATE_EDUCATION_REW

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196
ADMINISTER_NPS_OFFICER_STUDENTS

Supervise the conduct, fitness, and effectiveness of the officer students assigned to study at the Naval Postgraduate School. [SORM: 103.a.]

Function

ADMINISTER_NPS_PROGRAMS

ACT_AS_STUDENT_RESOURCE_MANAGER
SUPERVISE_STUDENTS
MAINTAIN_STUDENT_STATISTICS
SERVE_ON_NPS_PLANNING_BOARD
ASSIST_CODE_03_WITH_STUDENTS
ASSIST_CODE_03_WITH_PROGRAMS
SIGN_STUDENTS_BY_DIRECTION

Student Research

Expected Actions

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MILITARY_OPS_SUPPORT_CAPABILITY read
MATERIAL                      read
FACILITY                      read
AUTOMATED_INFO_SYSTEMRESOURCE read
AGREEMENT                     read

Name:   ADMINISTER_NPS_PROGRAMS

Description: Administer the fully-funded graduate education programs at the Naval Postgraduate School. [SORM: 104]

Type: Function

Subordinate of: ADMINISTERFULLYFUNDEDPROGRAMS

Subordinates: MANAGE_ALL_NPS_RESOURCES
ADMINISTER_NPS_ACADEMIC_PROGRAMS
ADMINISTER_NPS_OFFICER_STUDENTS
PROVIDE_NPS_NON_ACADEMIC_SUPPORT
ADMINISTER_NPS_RESEARCH_PROGRAM
ADMINISTER_AVIATION_SAFETY_PRGM
DIRECT_DRMI

Name:   ADMINISTER_NPS_RESEARCH_PROGRAM

Description: Administer the research program of the School and be responsible for planning the research program, preparing budgets, maintaining contact with sponsors, and proposing and administering policies and procedures to carry out the research program. [SORM: 289.a]
Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: IMPLEMENT_RESEARCH_ADMIN_POLICY
IMPLEMENT_RESEARCH_QA_MONITOR
MAINTAIN_EXT_RESEARCH_CONTACTS
CHAIR_RESEARCH_ADVISORY_PANEL
PREP_RESEARCH_REPORTS_AS_REQ
SUBMIT_RESEARCH_BUDGET_REQUEST
SIT_ON_NPS_PLAN_BOARD
PROMOTE_NPS_RESEARCH
SELECT_MENNEKEN_AWARD_WINNER
REC_ASSOCIATE_RESEARCH_DEANS
OVERSEE_RESEARCH_ADMIN_OFFICE
OVERSEE_ACADEMIC_ADMIN_OFFICE
MAINTAIN_NPS_RESEARCH_CAPABILITY
ENGAGE_IN_OTHER_RESEARCH
SUPERVISE_INSTITUTIONAL_RESEARCH

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<tr>
<td>MATERIAL</td>
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</table>
LOCATION       read
FACILITY        read
ACADEMIC_DEPT_OR_GROUP      read
AUTOMATED_INFO_SYSTEMRESOURCE      create

Name: ADMINISTER_OTHER_USN_SCHOOL_PRGM

Description: Administer the fully-funded graduate education programs at other service (Navy only) schools. [SORM: 104]

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Expected Effects:

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<tr>
<td>AUTOMATED_INFO_SYSTEMRESOURCE</td>
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Name: CONDUCT_OTHER_INSTRUCTION_AS_DIR

Description: Conduct other instruction as may be requested or directed by higher authority. [SORM: 200.b.(23)]

Type: Function

Subordinate of: ADMINISTER_EDUCATION_PROGRAMS

Expected Effects:

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<tr>
<th>Entity Type</th>
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200
Name: COORDINATE_ACADEMIC_PROGRAMS

Description: Provide academic coordination for all postgraduate education programs in the Navy. [SORM: 104]

Type: Function

Subordinate of: SUPERINTEND_NPS

Subordinates: ADMINISTER_EDUCATION_PROGRAMS PROVIDE_INSTRUCTION_TO_STUDENTS KEEP_CNO ADVISED
Name: COORDINATE_SUBAREA_SIX

Description: Serve as the Sub-Area Six Coordinator over naval activities in the geographical areas of Santa Cruz, San Benito, Monterey, and San Luis Obispo counties. [SORM: 100; 200.b.(25)]

Type: Function

Subordinate of: SUPERINTEND_NPS

Subordinates: ACT_FOR_SUP_IN_AREA_COORDINATION
DEVELOP_LOGISTICS_SUPPORT_PLAN
MAINTAIN_LOGISTIC_SUPPORT_PLAN
SUPPORT/naval_reserve
PERFORM_OTHER_STAFF_FUNCTIONS

Expected Effects:

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<tr>
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Name: DIRECT_DRMI

Description: Serve as Director, Defense Resources Management Institute. [SORM: 200.b.(25)]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Expected Effects:

<table>
<thead>
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<th>Entity Type</th>
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202
SITUATION read
REIMBURSABLE_FUND read
ORGANIZATIONAL_CODE_PROGRAM read
NPS_VISITOR_OR_GUEST read
NPS_PROGRAM read
NPS_POLICY_GUIDANCE read
NPS_ORGANIZATIONAL_CODE read
NPS_BUDGET read
MILITARY_NPS_STUDENT read
MILITARY_NPS_STAFF read
MILITARY_FACULTY read
FINANCIAL_PROGRAM read
FINANCIAL_PLAN read
DON_GUIDANCE read
DOD_GUIDANCE read
CIVILIAN_NPS_STUDENT read
CIVILIAN_NPS_STAFF read
CIVILIAN_NPS_FACULTY read
CIVILIAN_INSTITUTION_INSTRUCTION read
APPROPRIATED_FUND read
AGREEMENT read
ADMINISTRATIVE_PROGRAM read
ADMINISTRATIVE_PLAN read
ACADEMIC_PLAN create
ACADEMIC_PROGRAM create
ACADEMIC_COURSE_INSTRUCTION create
ORGANIZATION read
MILITARY_OPS_SUPPORT_CAPABILITY read
MATERIAL read
LOCATION read
FACILITY read
AUTOMATED_INFO_SYSTEM_RESOURCE read
ACADEMIC_DEPT_OR_GROUP read

Name: EXERCISE_BUDGETARY_CONTROL

Description: Exercise budgetary and funding control over allocated funds. [SORM: 200.b.(15)]

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Subordinates: DEVELOP_FINANCIAL_PLANNING
COORDINATE_FINANCIAL_PLANNING

Expected Effects: Expected Actions

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203
Name: KEEP_CNO ADVISED

Description: Keep the Chief of Naval Operations advised regarding progress and general results of the education, administration, and logistic support being provided. [SOM: 200.b.(24)]

Type: Function

Subordinate of: COORDINATE_ACADEMIC_PROGRAMS

Subordinates: PROVIDE_CNO_STATUS_REPORTS
MAKE_CHANGE_RECOMMENDATIONS
MAINTAIN_NITRAS_RECORDS

Expected Effects:

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</table>
Name: MANAGE_ALL_NPS_RESOURCES

Description:

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: DETERMINE_RESOURCE_REQUIREMENTS
VERIFY_JUSTIFIED_RESOURCE_REQMTS
RECOMMEND_RESOURCE_ALLOCATIONS
MONITOR_RESOURCE_USE
CONDUCT_PROGRAM_APPRAISAL
PROVIDE_GUIDANCE_TO_COMPTROLLER
PROVIDE_GUIDANCE_TO_CEO
PROVIDE_GUIDANCE_TO_HRO_DIRECTOR
COORDINATE_RESOURCE_MGMT_ISSUES
SIGN_RESOURCES_BY_DIRECTION
COMPTROLLER
HRO_DIRECTOR
COMMAND_EVALUATION_OFFICER
PREPARE_ACADEMIC_BUDGET
MAKE_FACULTY_AVAILABLE
MAINTAIN_FACULTY_STANDARDS
PROVIDE_STAFF_TO_DEAN_OF_FACULTY
COORDINATE_MIL_STAFF_ASSIGNMENTS
COORDINATE_MANAGEMENT_CONTROL

Expected Effects:
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Name: MANAGE_ALL_PROGRAM_CURRICULA
Description:

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Subordinates: DEVELOP_CURRICULARPROGRAMS
COORDINATE_CURRICULA
PERIODICALLY_REVIEW_CURRICULA
MAINTAIN_CURRENT_CURRICULA
LIAISON_WITH_PROGRAM_MANAGERS
RECOMMEND_NEW_STUDY AREAS
RECOMMEND_NEW_METHODOLOGIES

Expected Effects:

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Name: PERFORM_ALL_ASSIGNED DUTIES

Description: The functional guides in the SORM (NAVPSCOLINST 5400.2D) set forth the basic objectives of NPS staff billets and provide duties, responsibilities, authority, and principal tasks that must be accomplished to fulfill the assigned objectives. [SORM: 107]

Type: Function

Subordinate of: SUPERINTEND_NPS
Subordinates: ACCOMPLISH_THE_COMMAND_MISSION
SUPervise_PLAN_EXECUTION
ADMINISTER_ASSIGNED_PERSONNEL
ACCOMPLISH_ASSIGNED_OBJECTIVES
REMAIN_INFORMED_OF_POLICIES
BRING_ATTENTION_TO_SUPERVISORS

Expected Effects:

<table>
<thead>
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<th>Entity Type</th>
<th>Expected Actions</th>
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<tr>
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<td>NAVAL_SUBAREA_SIX_GUIDANCE</td>
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<tr>
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<tr>
<td>MILITARY_NPS_STAFF</td>
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</tr>
<tr>
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<td>read</td>
</tr>
<tr>
<td>DOD_GUIDANCE</td>
<td>read</td>
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</tbody>
</table>

Name: PROVIDE_INSTRUCTION_TO_STUDENTS

Description:

Type: Function

Subordinate of: COORDINATE_ACADEMIC_PROGRAMS

Subordinates: EDUCATE_MILITARY_OFFICERS
EDUCATE_CIVILIAN_PERSONNEL

Expected Effects:

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<tr>
<th>Entity Type</th>
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<tr>
<td>SHORT_COURSE_INSTRUCTION</td>
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</tr>
<tr>
<td>REIMBURSABLE_FUND</td>
<td>read</td>
</tr>
<tr>
<td>ORGANIZATIONAL_CODE_PROGRAM</td>
<td>read</td>
</tr>
<tr>
<td>NPS_VISITOR_OR_GUEST</td>
<td>read</td>
</tr>
<tr>
<td>NPS_PROGRAM</td>
<td>read</td>
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<tr>
<td>NPS_POLICY_GUIDANCE</td>
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<td>read</td>
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<td>NPS_BUDGET</td>
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<tr>
<td>MIL_OPS_SUPPORT_PROGRAM</td>
<td>read</td>
</tr>
<tr>
<td>MILITARY_OPS_SUPPORT_CAPABILITY</td>
<td>read</td>
</tr>
<tr>
<td>MILITARY_NPS_STUDENT</td>
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<tr>
<td>MILITARY_NPS_STAFF</td>
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<tr>
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<tr>
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<tr>
<td>APPROPRIATED_FUND</td>
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</tr>
</tbody>
</table>
Name: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Description: Provide all non-academic administrative and logistic services and support to the command. [SORM: 103.a. and 240.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: ASSIST_SUPERINTENDENT
DIRECTINTERNATIONAL_PROGRAMS
PROVIDELEGAL_SERVICES
ADMINISTERSAFETY_AND_HEALTH_PRG
MANAGECOMPUTING_AND_IRM
ADMINISTERFAMILYSERVICE_CENTER
ADMINISTER_MWR_ACTIVITIES
ADMINISTER_NPS_PHYSICAL_SECURITY
ADMINISTER_PUBLIC_WORKS_DEPT
ADMINISTER_SUPPLY_DEPARTMENT
MANAGE_ADMIN_AND_MIL_PERS_SERVCS
ADMINISTER_INFO_AND_PERS_SEC_PRG
COORDINATE_PUBLIC_AFFAIRS
ADMINISTER_CODE_04
ADMINISTER_CMD_RELIGIOUS_PRG
SUPERVISE_NPS_BACHELOR_QUARTERS
ADMINISTER_NEX_ACTIVITIES
HELP_PROVIDE_NON_ACADEMIC_SUPPT

Expected Effects:

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<th>Entity Type</th>
<th>Expected Actions</th>
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<td>REVOLVING_FUND</td>
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<tr>
<td>REIMBURSABLE_FUND</td>
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<tr>
<td>ORGANIZATIONAL_CODE_PROGRAM</td>
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<tr>
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<td>SITUATION</td>
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<td>read</td>
</tr>
<tr>
<td>FINANCIAL_PLAN</td>
<td>read</td>
</tr>
</tbody>
</table>
Name: ACCOMPLISH_ASSIGNED_OBJECTIVES

Description: Within the scope of their authority, NPS staff members will take all necessary action to accomplish assigned objectives per the provisions of this manual (SORM), other NPS directives, Navy Regulations, and such other instructions as may be issued by competent authority. [SORM: 108.b.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: ACCOMPLISH_CURRICULA_OBJECTIVES

Description: Accomplish the objectives of the various curricula within the department/group. [SORM: 287.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_DEPT

Name: ACCOMPLISH_THE_COMMANDMISSION

Description: Accomplishment of the command’s mission. [SORM: 200.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES
Name: ACCOUNT_FOR_REC_SPACES_AND_EQUIP

Description: Maintain accountability of recreational spaces and facilities. [SORM: 265.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: ACT_AS_03_SECURITY_ACTION_OFFCR

Description: Serve as action officer for security for Code 03 staff. [SORM: 225.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ACT_AS_A_CONTRACTING_OFFICER

Description: Act as a contracting officer within limits as specified by the Senior Contracting Officer. [SORM: 249.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: ACT_AS_CODE_03_SUPPLY_REP

Description: Serve as the Code 03 supply representative for acquisitions and maintenance contracts. [SORM: 226.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: ACT_AS_CODE_05_POSITION_MANAGER

Description: Act as a position manager for all assigned codes. [SORM: 275.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ACT_AS_CODE_05 RESOURCE_MANAGER

Description: Act as a resource manager for all assigned codes. [SORM: 275.b.(2)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ACT_AS_CODE_07 RESOURCE_MANAGER

Description: Act as the resource manager for billets, personnel, and dollar assets assigned to the department. [SORM: 288.b.(11)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ACT_AS_COMMAND_HISTORIAN

Description: Act as Command Historian, submitting the Command History per OPNAVINST 5750.12. [SORM: 242.b.(18)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: ACT_AS_CO_FOR_ALL_NPS_ENLISTED

Description: Act as the Commanding Officer of Enlisted Personnel assigned to NPS, including the administration of discipline, with authority to convene Special Courts-Martial and to administer non-judicial punishment per the Uniform Code of Military Justice and the Manual of the Judge Advocate General. [SORM: 240.b.(11)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: ACT_AS_DISASTER_PREP_OFFICER

Description: Act as the Disaster Preparedness Officer.
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ACT_AS_ETHICS_OFFICIAL

Description: Act as Ethics Official, regarding Standards of Conduct and Government Ethics pursuant to SECNAVINST 5370.2J and Executive Order 12674. [SORM: 203.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: ACT_AS_EXEC_SEC_TO_ACAD_COUNCIL

Description: Act as Executive Secretary to the Academic Council. [SORM: 280.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: ACT_AS_GEN_EMERG_ON_SCENE_CDR

Description: Act as on-scene commander in general emergencies. [SORM: 262.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ACT_AS_HAZARDOUS_WASTE_COORD

Description: Act as the Hazardous Waste Coordinator. [SORM: 252.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: ACT_AS_MEDIA_PHOTO_RELEASE_AUTH

Description: Act as releasing authority for photographs
intended for media representatives and the general public. [SORM: 242.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: ACT_AS_NEX_ACCOUNTABLE_OFFICER

Description: Act as accountable officer for all cash and inventories. [SORM: 268.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NEX_ACTIVITIES

Name: ACT_AS_NFCU_LIAISON_OFFICER

Description: Act as Credit Union Liaison Officer. [SORM: 241.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPORT

Name: ACT_AS_NPS_PHOTOGRAPHIC_OFFICER

Description: Act as designated NPS Photographic Officer under the Superintendent, charged with administration of the Photographic Laboratory, and responsible for photographic lab work. [SORM: 228.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: ACT_AS_NPS_PRINT_COORDINATOR

Description: Act as NPS print coordinator ensuring preproduction standards and conformance to Navy printing regulations. [SORM: 228.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA
Name: ACT_AS_OFFICIAL_MAIL_CNTRL_OFFCR

Description: Act as Official Mail Control Officer. [SORM: 246.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: ACT_AS_PAO_PUBS_CONTRACT_REP

Description: Act as contracting representative in conjunction with the Supply Department Contracting Officer for bids and contracts for public affairs related publications per NAVSO-P-35. [SORM: 242.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: ACT_AS_PRIVILEGE_REV_HEARING_OFF

Description: Hear cases as Privilege Revocation Hearing Officer. [SORM: 262.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ACT_AS_PROVOST_AS_REQ

Description: Assume the duties of the Provost/Academic Dean in absence of incumbent. [SORM: 285.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ACT_AS_PUBLIC_RELATIONS_TECH_ADV

Description: Function as a technical advisor to the Superintendent in the field of public relations. [SORM: 242.a.]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: COORDINATE_PUBLIC_AFFAIRS

Name: ACT_AS_PW_DEPT_ADPSSO

Description: Serve as Automatic Data Processing Systems Security Officer (ADPSSO) for the Public Works Department. [SORM: 260.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: ACT_AS_PW_DEPT_FINANCIAL_MANAGER

Description: Serve as financial manager for the Public Works Department. [SORM: 257.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: ACT_AS_PW_OFFICER_WHEN_REQ

Description: Act as Public Works Officer in the absence of the incumbent. [SORM: 252.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: ACT_AS_SEABEE_DIV_OFFICER

Description: Act as Division Officer for enlisted personnel assigned to the Seabee Division. [SORM: 253.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: ACT_AS_STUDENT_RESOURCE_MANAGER

Description: Act as Resource Manager for billets, personnel, and monetary assets assigned to the Students and Programs Directorate. [SORM: 220.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Subordinates: COORDINATE_STUDENT_INPUTS

Name: ACT_AS_TELEPHONE_OFFICER

Description: Act as the Telephone Officer. [SORM: 252.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PUBLIC_WORKS_OFFICER

Name: ACT_FOR_SUP_FOR_NPS_FACILITY_USE

Description: Act for the Superintendent on requests for the use of NPS facilities by extra-command activities. [SORM: 240.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ACT_FOR_SUP_IN_AREA_COORDINATION

Description: Act for the Superintendent in matters of area coordination with the Commander, Naval Base San Diego and local Navy activities on such matters as operations, security, disaster control, communications, civil disturbances, discipline, etc. [SORM: 240.b.(1)]

Type: Process
Repetitive
Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: ADAPT_GEN_PROC_TO_CURRIC_PRGM

Description: Adapt general procedures to meet the particular needs of individual programs. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ADAPT_NAVFACENGCOM_STANDARDS

Description: Adapt standards issued by the Naval Facilities
Engineering Command. [SORM: 258.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: ADJUDICATE_PERSONNEL_CLAIMS

Description: Adjudicate personnel claims pursuant to the
JAGMAN, Chapter VIII and JAGINST 5890.1. [SORM:
203.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDELEGAL SERVICES

Name: ADMINISTER_03_MINOR_PROPERTY

Description: Administer the minor/plant property inventory
for the Student and Programs Office. [SORM: 225.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ADMINISTER_04_DIVOS_AND_NPS_ENL

Description: Functions as the principal assistant in the
administration of Code 04 division officers and all
enlisted personnel assigned to NPS. [SORM: 244.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Subordinates: SUPERVISE_CODE_04_DIV_OFF
ACT_AS_CO_FOR_ALL_NPS_ENLISTED
CONDUCT_PRE_NJP_INQUIRIES
ASSIGN_ENLISTED_TO_DIVISIONS
SUPERVISE_ENLISTED_TRAINING
COORDINATE_ENLISTED_PERF_EVALS
COORDINATE_ENL_COLLATERAL_DUTIES
COORDINATE_ENLISTED_WATCHES
PERFORM_OTHER_XO_DUTIES

Name: ADMINISTER_ACADEMIC_RESOURCES

Description: Administer academic program resource
distribution. [SORM: 286.a.]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ADMINISTER_ACAD_PRGM_RESOURCES

Description: Plan resources needed to support academic programs. [SORM: 286.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ADMINISTER_ADMIN COMPUTING

Description: Serve as the principal assistant in all matters relating to administrative computing (i.e., computing facilities whose primary purpose is not instruction or research). [SORM: 278.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE COMPUTING AND IRM

Subordinates: OVERSEE NPS DEVELOPED_ADMIN_ADP
PLAN_ADMIN_ADP BUSINESS_SYS_USE
DIRECT MIS NEED STUDIES
OVERSEE ADMIN LANs
SUBMIT_ADMIN_ADP BUDGET COST EST
SUPERVISE ADMIN A DP NEW TECH
SUPERVISE MULTIUSER SYS DATA
OVERSEE ADMIN NET AND APP DEV GP

Name: ADMINISTER_ADP LIFECYCLE PRGM

Description: Administer NPS's Automated Information Systems (AIS) Life Cycle Management (LCM) program. This program applies campus-wide to instructional, research, and administrative computer systems. [SORM: 275.b.(5) and 278.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE COMPUTING AND IRM

Name: ADMINISTER_ADP_RISK_MGMT_PRGM

Description: Develop and administer the Risk Management
program to ensure full accreditation of command computer resources. [SORM: 279.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: ADMINISTER_ADP_SECURITY_PROGRAM

Description: Administer NPS's ADP Security program. [SORM: 275.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Subordinates: PROVIDE_ADP_SECURITY_SRVCS
ANALYZE_ALL_ADP_ACTIONS_FOR_SEC
SERVE_SUP_AS_ADP_DAA
ADMINISTER_ADP_RISK_MGMT_PRGM
HELP_MAKE_DISASTER_RECOV_POLICY
EXEC_ADP_SECURITY_TRAINING_PRGM
SERVE_AS_ADP_SECURITY_CONSULT

Name: ADMINISTER_ASSIGNED_PERSONNEL

Description: Within the scope of their authority, NPS staff members will administer assigned personnel. [SORM: 108.b.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: ADMINISTER_BPAS

Description: Administer Blanket Purchase Agreements (BPA). [SORM: 249.b.(4)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PROCUREMENT_CONTRACT_SRVCS

Name: ADMINISTER_BQ_OPS

Description: Administer and direct the operations of the BQ as outlined in NAVPERS 15606 and other pertinent directives. [SORM: 269.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: ADMINISTER_CLASSIFICATION_PRGM

Description: Administer the command's program for classification, declassification and downgrading of classified information. [SORM: 243.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: ADMINISTER_CMD_RELIGIOUS_PRGM

Description: Function as an assistant on all matters related to religious ministries within the command, and administer the Command Religious Program. [SORM: 266.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: COORDINATE_DIVINE_SERVICES
FACILITATE_FREE_EX_OF_RELIGION
PROVIDE_SACRAMENTAL_MINISTRY
ORG_VOLUNTARY_RELIGIOUS_ED
VISIT_SICK_OR_CONFINED_PERSONNEL
LIAISON_WITH_LOCAL_RELIGIOUS_GRP
INFORM_PAO_OF_RELIGIOUS_ACTIVITY
SUBMIT_QTRLY_RELIGIOUS_REPORT
TRAIN_RELIGIOUS_PERSONNEL
ADMINISTER_RELIGIOUS_OFFER_FUND

Expected Effects:

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</tr>
<tr>
<td>LOCATION</td>
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</tbody>
</table>
Name: ADMINISTER_CODE_04
Description: Coordinate, monitor, and control the Code 04 Directorate, keeping the Director informed. [SORM: 241.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT
Subordinates: ASSUME_DUTIES_OF_CODE_04
PERFORM_OTHER_ASSIGNED_DUTIES
ASSIGN_CODE_04_TRAVEL_ALLOCATION
SIGN_MIL_OPS_BY_DIRECTION
PREPARE_CODE_04_BUDGET_REQUESTS
ADMINISTER_04_DIVOS_AND_NPS_ENL
Expected Effects:

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<td>FACILITY</td>
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<tr>
<td>AGREEMENT</td>
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Name: ADMINISTER_COLLATERAL_EQUIP_PRGM
Description: Administer the collateral equipment program. [SORM: 257.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW
Name: ADMINISTER_COMPUTER_INTEGRATION
Description: Administer integration of information and computer services. [SORM: 275.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM
Name: ADMINISTER_COMP_IMPROVE_RSRCs
Description: Administer appropriate resources for the improvement of computing and information support. [SORM: 275.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ADMINISTER_CONSTRUCTION_CONTRACT
Description: Administer contracts (construction, minor construction, repair, and maintenance service) as the local Officer In Charge of Construction (OICC). [SORM: 281.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: ADMINISTER_CONTROL_OVER_SCI
Description: Administer control over the Sensitive Compartmented Information (SCI). [SORM: 236.a.]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: CONTROL_CLASSIFIED_MATERIALS
Subordinates: PROTECT_CLASSIFIED_MATERIAL

Name: ADMINISTER_CURRICULAR_OFFICE
Description: Responsible for the administration of the curricular office. [SORM: 235.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: ADMINISTER_DUDLEY_KNOX_LIBRARY
Description: Organize and administer the Dudley Knox Library. [SORM: 277.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: ADMINISTER_EDUCATIONAL_PROGRAMS

Description: Plan, conduct, and administer educational programs. [SORM: 286.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates: OVERSEE_MILITARY_FACULTY
PLAN_ACADEMIC_PROGRAMS
ADMINISTER_ACADEMIC_PROGRAMS
ADMINISTER_ACADEMIC_RESOURCES
SUPERVISE_ACADEMIC_DEPT_CHAIRS
RECOMMEND_FACULTY_APPOINTMENTS
REC_FACULTY_PROMOTION_AND_AWARDS
HELP_DEVELOP_RESEARCH_PROGRAMS
PREPARE_ACADEMIC_BUDGETS
ALLOCATE_ACADEMIC_DEPT_BUDGETS
PARTICIPATE_ON_NPS_PLANNING_BRD
REC_ASSOCIATE_DEAN_OF_FACULTY
REC_ACADEMIC_DEPT_CHAIRS
HELP_DEVELOP_NEW_CURRICULA
IMPLEMENT_STAFF_DEVELOPMENT_PRGM
ACT_AS_CODE_07 RESOURCE_MANAGER
COORDINATE_ACCREDITATION_PREPS
ACT_AS_PROVOST_AS_REQ

Name: ADMINISTER_EEO_PROGRAMS

Description: Advise on policies and procedures to ensure EEO objectives are met. Develop, implement, and administer programs to eliminate discriminatory practices in all aspects of recruitment, retention, promotion, etc. Manage the EEO complaint process. Initiate actions and programs to encourage and acquire a representative workforce which meets the needs of NPS and serviced activities. [SORM: 217.b.(11)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_B HRO_FUNCTIONS

Name: ADMINISTER_ENROLLMENT_DATA_PROCS

Description: Administer data processing to provide the following each quarter: class rosters to instructors and registration lists to curricular officers, various lists of enrollment at NPS for official users, and grade reports to students and curricular officers.
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_Acad_REGISTRATION_RECORD

Name: ADMINISTER_FACULTY_EXCHANGES

Description: Administer faculty/staff exchanges (NSTEP Program). [SORM: 289.b.(11)(e)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_FAMILY_ADVOCSY_PRGM

Description: Administer the Family Advocacy Program, maintain liaison with the Fort Ord Community Services Office, ensure all identified and suspected spouse or child abuse cases are reported to appropriate military and civil authorities through the Director of Military Operations, and chair the NPS Family Advocacy Committee. [SORM: 267.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Subordinates: SERVE_ASNPS_FAMILY_ADVOCSY_OFF
LIAISON_FORT_ORD_COMMUNITY_SRVCS
REPORT_SPOUSE_OR_CHILD_ABUSE
CHAIR_NPS_FAMILY_ADVOCSY_COM

Name: ADMINISTER_FAMILY_SERVICE_CENTER

Description: Function as an assistant in the administration of an active Family Services Center (FSC) in support of a high quality of life for members of the command and their families. [SORM: 267.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: COORDINATE_COUNSELOR_ACTIVITIES
PROVIDE_COUNSELING_SERVICES
PREPARE_FSC_BUDGET
SERVE_ASNOC_WITH_PERS66
ADVISE_SUP_ON_MIL_FSC_MATTERS
COORDINATE_TRAINING_REQUESTS
ADVERTISE_FSC_SERVICES
SERVE_AS_CAGO_COORDINATOR
ADMINISTER_FAMILY_ADVOACY_PRGM
SIGN_FSC_BY_DIRECTION

Expected Effects: | Expected Actions
------------------|-------------------
AUTOMATED_INFO_SYSTEM_RESOURCE | create
MILITARY_OPS_SUPPORT_CAPABILITY | create
GENERIC_BUDGET | create
SITUATION | create
NPS_PLAN | create
GENERIC_NPS_STAFF | create
NPS_PROGRAM | create
GENERIC_GUIDANCE | create
GENERIC_FUND | create

Name: ADMINISTER_HRO_AUTOMATION

Description: Administer the Defense Civilian Personnel Data System and the HRO Local Area Network. Develop and/or implement customer oriented software applications to provide customers maximum utilization and reports from all HRO data resources. [SORM: 217.b.(11)(g)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: ADMINISTER_INFORMATIONAL_PRGM

Description: Administer the Informational Program (IP) in accordance with SECNAVINST 4950.4. [SORM: 230.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL PROGRAMS

Name: ADMINISTER_INFO_AND_PERS_SEC_PRG

Description: Administer the information and personal security program. [SORM: 243.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates:
- SERVE_AS_INFO_SEC_ADMVISOR
- DEVELOP_SECURITY_PROCEDURES
- COORDINATE_EMERG_DESTRUCT_PROCS
COORDINATE_SECURITY_EDUCATION
REPORT_THREATS_AND_SEC_VIOLATION
REFER_SEC INCIDENTS_TO_NIS
ADMINISTER_CLASSIFICATION_PRGM
COORDINATE_CLASS_GUIDE_PREP
LIAISON_WITH_PAQ
CONTROL_CLASSIFIED_MATERIALS
COORDINATE_PHYSICAL_SECURITY
COORDINATE_TEMPEST_CONTROLS
CONTROL_CLASSIFIED_VISITS
PROTECT_CLASSIFIED_INFO_IN_VISIT
PREPARE_RELEASE_RECOMMENDATIONS
COMPLY_WITH_IND_SEC_PRGM
VERIFY_PERSONNEL_CLEARANCES
SUPERVISE_PERSONNEL_SECURITY_INV
LIMIT_ACCESS_TO_NEED_TO_KNOW
RECORD_SECURITY_INV_AND_CLRNCS
COORDINATE_ELIGIBILITY_EVALS
MAINTAIN_FOREIGN_TRAVEL_RECORDS
COORDINATE_COMMON_SECURITY_ISSUE
LIAISON_WITH_NTCC_FOR_MESSAGES
SERVE_AS_TOP_SECRET_CONTROL_OFCR
SERVE_AS_NATO_CONTROL_OFFICER
SERVE_AS_CNWDLI_OFFICER
SIGN_SEC_MATTERS_BY_DIRECTION
LIAISON_WITH_SSO

Expected Effects:

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Name: ADMINISTER_MWR_ACTIVITIES

Description: Function as an assistant in the administration of NPS clubs, messes, and recreation activities.
[SORM: 263.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEDIC_SUPPORT

Subordinates: SUPERVISE_COM_OFF_AND_FAC_CLUB
SUPERVISE_ENLISTED_CLUB_OPS
SUPERVISE_RECREATION_DIVISION
SUPERVISE_THE_MWR_ADMIN_OFFICE
CONTROL_ALL_MWR_EQUIPMENT
Expected Effects:

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<td>FACILITY</td>
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<tr>
<td>AGREEMENT</td>
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</table>

Name: ADMINISTER_NEX_ACTIVITIES

Description: Responsible for the efficient operation and management of all authorized Navy Exchange activities and departments. [SORM: 268.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: ACT_AS_NEX_ACCOUNTABLE_OFFICER
CONTRACT_AND_PROCURE_NAF_PRODUCT

Expected Effects:

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<th>Entity Type</th>
<th>Expected Actions</th>
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<tr>
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<td>GENERIC_FUND</td>
<td>create</td>
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</table>

Name: ADMINISTER_NPS_CONTINUING_ED_PRG

Description: Plan, conduct, and administer the NPS Continuing education self-study program. [SORM: 285.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_SELF STUDY PRGMS

Name: ADMINISTER_NPS_PHYSICAL_SECURITY

Description: Function as an assistant in the administration of NPS physical security, law enforcement, loss prevention, fire protection, emergency medical response, and disaster preparedness. [SORM: 262.a]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: MANAGE_COMMAND_PHYSICAL_SECURITY
MANAGE_NPW_LAW_ENFORCEMENT_PRGM
MANAGE_NPS_CIV_PTM_ENVG_PRGM
MANAGE_NPS_ANTITERRORISM_PRGM
EVALUATE_PHYSICAL_SECURITY_PRGM
EVALUATE_ANTITERRORISM_PRGM
EVALUATE_LOSS_PREVENTION_PRGM
MAINTAIN_NPS_PHYSICAL_SEC_PLAN
CONDUCT_PHYS_SEC_INSPECTIONS
ID_PROP_TO_BE_PROTECTED
ID_RESTRICTED_AREAS_AND_DESIG
DETERMINE_RESTRICTED_AREA_BOUNDS
DETERMINE_LEGAL_JURISDICTION_MAP
PROVIDE_PHYS_SEC_AND_FIRE_PROT
ASSESS_THREAT_TO_COMMAND
ID_RESRC_TO_IMPLEMENT_PHYS_SEC
ESTABLISH_ACCESS_BARRIERS
MAINTAIN_PERSONNEL_ID_AND_ACCESS
COORD_TENANT_PHYS_SEC_REQMTS
LIAISON_FOR_MUTUAL_SECURITY
MAINTAIN_LOSS_PREVENTION_PRGM
MAINTAIN_LOSS_RECORDS
FACILITATE_PHYS_SEC_REVW_COM
SERVE_ON_NPS_CMD_SURVEY_BOARD
ADMINISTERSECURITY_ED_PRGM
TRAIN_NPS_SECURITY_FORCE
PREPARE_SEC_FORCE_SOPS_AND_PLANS
DEVELOP_SECURITY_DIRECTIVES
CONTROL_SMALL_ARMS_AND_AMMO
TRAIN_SMALL_ARMS_PERSONNEL
SUPERVISE_OPERATIONS_DIVISION
SUPERVISE_ADMIN_PHYSICAL_SEC_DIV
SUPERVISE_INVESTIGATIVE_DIVISION
SUPERVISE_FIRE_DIVISION
ACT_AS_DISASTER_PREP_OFFICER
ACT_AS_GEN_EMERG_ON_SCENE_CDR
ACT_AS_PRIVILEGE_REV_HEARING_OFF
SERVE_ON_AFDCB
PREPARE_SECURITY_BUDGETS
SIGN_PHYS_SECURITY_BY_DIR

Expected Effects:

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<th>Entity Type</th>
<th>Expected Actions</th>
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<td>FACILITY</td>
<td>create</td>
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<tr>
<td>AGREEMENT</td>
<td>create</td>
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</tbody>
</table>

Name:              ADMINISTER_NPS_REG_POLICIES

Description:         Administer the policies of the Academic Policy
Manual and NPS directives that concern registration and grades. [SORM: 282.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_Acad_REGISTRATION_RECORD

Name: ADMINISTER_NPS_RESEARCH_FUNDS

Description: Administer NPS research funds, including the allocation and expenditure of research funds, and the reporting of results. [SORM: 289.b.(11)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_NPS_SELF_STUDY_PRGMS

Description: Function as the chief administrator for all NPS self-study courses. [SORM: 285.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ADMISSIONS

Subordinates: ADMINISTER_NPS_CONTINUING_ED_PRG

Name: ADMINISTER_ORF_AND_PAF

Description: Administer the Official Representation Fund and the Position Allowance Fund. [SORM: 201.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ADMINISTER_POST_DOCTORAL_PRGMS

Description: Administer post-doctoral programs (NRC, ONT/ASEE, NPS). [SORM: 289.b.(11)(e)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE
Name: ADMINISTER_PUBLIC_WORKS_DEPT

Description: Function as an assistant for the administration and supervision of the Public Works Department, including all assigned personnel and facilities. [SORM: 251.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: SERVE_AS_OICC_OR_ROICC
SUPERVISE_FACILITIES_AND.Utility
SUPERVISE_PW_DEPT_SAFETY
ENSURE_ENVIRONMENTAL_COMPLIANCE
ADMINISTER_CONSTRUCTION_CONTRACT
PROVIDE_PW_SERVICE_TO_NAVAL_ACTS
PREPARE_PW_BUDGETS
ASST_PUBLIC_WORKS_OFFICER
MANAGE_COMMAND_GOV_HOUSING
MANAGE_PW_ENG_DIV
CONSERVE_UTILITIES
CONSERVE_ENERGY
PROVIDE_PHYSICAL_PLANT_SUPPORT
PROVIDE_PHYSICAL_PLANT_LOGISTICS
PROVIDE_PHYSICAL_PLANT_ADMIN
MANAGE_REAL_PROPERTY

Expected Effects:

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<th>Expected Actions</th>
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<td>FACILITY</td>
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<td>AGREEMENT</td>
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</table>

Name: ADMINISTER_RELIGIOUS_OFFER_FUND

Description: Administer the Religious Offering Fund in accordance with pertinent directives. [SORM: 266.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM
Name: ADMINISTER_REQS_FOR_CONFERENCES

Description: Administer requirements in support of conferences and short courses delivered on or off the NPS campus. [SORM: 289.b.(12)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: ADMINISTER_RESEARCH_CHAIRS

Description: Administer research chairs at NPS. [SORM: 289.b.(11)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_SAFETY_AND_HEALTH_PRG

Description: Manage and implement the Safety and Occupational Health (S&OH) Program. [SORM: 202.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: MANAGE_S_AND_OH_PROGRAM
DEVELOP_PREVENTION_PROGRAMS
PREPARE_SAFETY_RULES
CONDUCT_SAFETY_INSPECTIONS
ENSURE_SAFETY_COMPLIANCE
IMPLEMENT_WORKPLACE_MONITORING
RECORD_SAFETY_PROBLEMS
MANAGE_HAZARD_ABATEMENT_PLAN
MAINTAIN_MISHAP_RECORDS
CONDUCT_CAUSAL_FACTOR_STUDIES
IMPROVE_SAFETY_PROGRAMS
MAINTAIN_SAFETY_LIAISON
IMPLEMENT_SAFETY_REQUIREMENTS
COORDINATE_OSH_EXTERNALLY
CONDUCT_SAFETY_TRAINING
PROVIDE_TECHNICAL_SAFETY_ADVICE
FOSTER_SAFETY_AWARENESS
PREPARE_SAFETY_BUDGET
ESTABLISH_SAFETY_GOALS
SERVE_AS_SAFETY_CONSULTANT
IMPLEMENT_HAZARD_REPORTING
COORDINATE_SAFETY PROCUREMENT
MONITOR_TRAFFIC_SAFETY_PROGRAM
EVALUATE_CIVILIAN_INJURY_CLAIMS
ADVISE_SAFETYmployment
MONITOR_OTHER_SAFETY_PROGRAMS
ATTEND_SAFETY_CONFERENCES
PROVIDE_TENANT_SAFETY_SUPPORT
SIGN_SAFETY_BY_DIRECTION
CHAIR_OSH_COMMITTEE

Expected Effects:

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<th>Entity Type</th>
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<tr>
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<tr>
<td>GENERIC_GUIDANCE</td>
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</tbody>
</table>

Name: ADMINISTER_SCIF

Description: Administer control over the Sensitive Compartmented Information facility (SCIF). [SORM: 237.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CONTROL_CLASSIFIED_MATERIALS

Subordinates: CONTROL_SCIF_ACCESS
SUPERVISE_SCIF_OPERATIONS
ADMINISTER_SCIF_RESOURCES
MANAGE_SSO_STAFF
TRAIN_SSO_STAFF
COORDINATE_SSO_ACTIVITIES
ENSURE_SSO_VISITOR_CONTROL

Name: ADMINISTER_SCIF_RESOURCES

Description: Supervise the acquisition, use, and disposition of the Sensitive Compartmented Information Facility (SCIF) resources. [SORM: 237.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: ADMINISTER_SECURITY_ED_PRGM

Description: Develop, maintain, and administer an ongoing security education program encompassing security, crime prevention, loss prevention, anti-terrorism, and local threat conditions. [SORM: 262.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ADMINISTER_SOFTWARE_SURVEY

Description: Administer the Student Opinion Form (SOF) survey, including distribution and collection of forms, and dissemination of all summary reports. [SORM: 283.b.(3)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: SUPERVISE_SOFTWARE_COMPLETION

Name: ADMINISTER_SUPPLY_DEPARTMENT

Description: Function as an assistant for the organization, administration, and management of the Supply Department. [SORM: 247.a.]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: SERVE_AS_NAVSUP_CONTRACT_OFFCR
              SERVE_AS_NPS_CONTRACT_OFFCR
              ENSURE_CONTRACT_REG_COMPLIANCE
              MONITOR_SPECIAL_CONTRACT_PRGMS
              PROVIDE_LOGISTIC_SUPPORT_SERVICE
              OPERATE_READY_SUPPLY_STORE
              OPERATE_THE_ENLISTED_GALLEY
              OPERATE_PERSONAL_PROPERTY_OFFICE
              OPERATE_PROPERTY_MANAGEMENT_BRCH
              SUBMIT_SUPPLY_BUDGETS
              SIGN_CONTRACT_AND_SUPPLY_BY_DIR
              MONITOR_HAZMAT_CONTROL_PROGRAM
              MANAGE_MATERIAL_DIVISION_PRGMS
              MANAGE_CONTROLS_DIVISION

Expected Effects:

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Expected Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMATED_INFO_SYSTEM_RESOURCE</td>
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<tr>
<td>MILITARY_OPS_SUPPORT_CAPABILITY</td>
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<td>GENERIC_BUDGET</td>
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<td>GENERIC_FUND</td>
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<td>LOCATION</td>
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</tr>
<tr>
<td>MATERIAL</td>
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</tbody>
</table>

Name: ADMINISTER_TAD_AND_LEAVE_ORDERS
Description: Administer and issue military TEMADD, TAD and leave orders for NPS officer staff and enlisted personnel. [SORM: 246.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: ADMINISTER_TECH_REPORT_PROCESS

Description: Administer NPS Technical Report processing. [SORM: 289.b.(11)(g)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_THESIS_PROCESSING

Description: Administer NPS thesis processing including unclassified distribution. [SORM: 289.b.(12)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: ADMIN_ASSIST_ADV_INST_WORKSHOPS

Description: Provide administrative assistance for Advanced Instructional Workshops. [SORM: 289.b.(12)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: ADVERTISE_FSC_SERVICES

Description: Advertise FSC services. [SORM: 267.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: ADVISE_PROVOST_ON_ED_PRGMS
Description: Advise the Provost on all aspects of the School's educational programs. [SORM: 280.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: ADVISE_SAFETY_EMPLOYMENT

Description: Cooperate with, and provide advice to, medical and employment personnel on the proper selection and placement of personnel as they relate to Safety and Occupational Health. [SORM: 202.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: ADVISE_SPECIAL_INTEREST_GROUPS

Description: Act as advisor to all special interest groups. [SORM: 265.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: ADVISE_SUPO_CONTROL_DIV_WORKLOAD

Description: Advise the Supply Officer of staffing, workload, and operational procedures in the Control Division. [SORM: 249.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: ADVISE_SUPO_OF_MAT_DIV_WORKLOAD

Description: Advise the Supply Officer of staffing, workload, and operational procedures in the Material Division. [SORM: 248.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS
Name: ADVISE_SUP_ON_CODE_04_REQMTS

Description: Advise the Superintendent on the personnel and material resource requirements of the Military Operations Directorate. [SORM: 240.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PREPARE_CODE_04_BUDGET_REQUESTS

Name: ADVISE_SUP_ON_MIL_FSC_MATTERS

Description: Advise the Superintendent on military FSC matters. [SORM: 267.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: ALLOCATE_ACADEMIC_DEPT_BUDGETS

Description: Allocate and disseminate budgets to [academic] departments. [SORM: 286.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ALLOCATE_CLASS_SPACE_AS_AVAIL

Description: Allocate classroom and laboratory space as available upon request from appropriate authority. [SORM: 284.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: ANALYZE_ALL_ADP_ACTIONS_FOR_SEC

Description: Analyze DoN/DoD requirements, NPS Life Cycle Management, information resource Management decisions, ADP contracting and procurement, and Internal Controls with respect to system security aspects. [SORM 279.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADG_SECURITY_PROGRAM

Name: ANALYZE_AND_REVW_ENL_GALLEY_MENU

Description: Analyze and review the Enlisted Galley menu prior to submission to the Commanding Officer of Enlisted Personnel. [SORM: 250.b.(6)]

Type: Process
Not Repetitive
Online Implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: ANALYZE_CONTRACT_STATS

Description: Analyze and review statistical data on contract actions reported to higher authority. [SORM: 249.b.(6)]

Type: Process
Not Repetitive
Online Implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: ANALYZE_WORK_DATA_FOR_CHANGES

Description: Conduct a continuous review and analysis of work data to determine the need for changes in work methods, standards, procedures, and processes. [SORM: 258.b.(11)]

Type: Process
Not Repetitive
Online Implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: ANSWER_GENERAL_PUBLIC_QUERIES

Description: Answer queries from the general public per U.S. Navy Public Affairs regulations and other pertinent directives. [SORM: 242.b.(4)]

Type: Process
Not Repetitive
Online Implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: ANSWER_MEDIA_QUERIES

Description: Answer queries from the media per U.S. Navy
Public Affairs Regulations and other pertinent directives. [SORM: 242.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: APPROVE_NORMAL_MAINT_JOB_ORDERS
Description: Approve job orders for normal maintenance work within the limits specified by higher authority. [SORM: 258.b.(8)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: ARRANGE_AV_DEMOS_AND_DISPLAYS
Description: Arrange for displays and demonstrations of audio-visual equipment by sales representatives. [SORM: 228.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: ARRANGE_FLAG_RECEPTIONS
Description: Arrange for receptions hosted by the Superintendent. [SORM: 201.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ARRANGE_HOUSEHOLD_GOOD_SHIPMENTS
Description: Arrange for the packaging, shipment, and delivery of household goods. [SORM: 248.b.(3)(b)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_PERSONAL_PROPERTY_PRGRM

Name: ARRANGE_PRESS_INTERVIEWS

239
Description: Arrange press interviews when appropriate. [SORM: 242.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES>About_NPS

Name: ARRANGE_TOURS_AND_OPEN_HOUSE

Description: Arrange for press, civic, and other tours of the command, and conduct "Open House" for the public as appropriate. [SORM: 242.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_SPECIAL_EVENT_PARTICIPATION

Name: ASSESS_THREAT_TO_COMMAND

Description: Assess the threat to the Command, including restricted areas. [SORM: 262.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ASSIGNED_LIAISON_WITH_MIL_FCLTY

Description: Liaison with military members of the faculty. [SORM: 235.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: ASSIGN_APC_TO_STUDENT

Description: Assign an Academic Profile Code (APC) to each prospective student. [SORM: 285.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACAD_EVAL_RCRD_PROCESS

Name: ASSIGN_BQ_OPS_PERSONNEL
Description: Assign qualified personnel to operate BQ facilities. [SORM: 269.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: ASSIGN_CODE_04_TRAVEL_ALLOCATION

Description: Assign Code 04 travel/TDY allocations, keeping the Director informed. [SORM: 241.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Name: ASSIGN_ENLISTED_TO_DIVISIONS

Description: Assign enlisted personnel to divisions. [SORM: 244.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: ASSIGN_FOOD_SERVICE_PERSONNEL

Description: Assign personnel to the duties for which they are best suited by reason of their ability, training, and personality. [SORM: 250.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: ASSIGN_FOREIGN_STUDENT_GREETERS

Description: Coordinate the assignment of personnel to meet arriving international students and assist with their orderly departure. [SORM: 230.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS
Name: ASSIST_03_MANAGE_CURRIC_AFFAIRS

Description: Act as the principal Assistant to the Director of Programs for administration of curricular affairs. [SORM: 222.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: ASSIST_CODE_03_WITH_ADMIN

Description: Act as the principal assistant to the Director of Programs for administration. [SORM: 221.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: ASSIST_CODE_03_WITH_PROGRAMS

Description: Function as an assistant to the Dean of Students and Director of Programs, and assumes such authority and duties as are delegated by the Director. [SORM: 221.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Subordinates: ASSIST_CODE_03_WITH_ADMIN
PROVIDE_EXT_LIAISON_FOR_CODE_03
OVERALL_COORDINATION_03_STAFF
CONTROL_CODE_03_CORRESPONDENCE
SUPERVISE_CODE_03_OPTAR
COORDINATE_03_STAFF_PLACEMENT
PREPARE_03_REPORTS
SIGN_STUDENTS_AND_CURRIC_BY_DIR
ASSUME_03_DUTIES_IF_ABSENT
MANAGE_PROGRAMS_AND_PLANS
MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ASSIST_CODE_03_WITH_STUDENTS

Description: Function as an assistant to the Dean of Students and Director of Programs, and assume such authority and duties as are delegated by the Director. [SORM 222.a.]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Subordinates: ASSIST_03_MANAGE_CURRIC_AFFAIRS
COORDINATE_CURRICULAR_OFFICES
COORD_INTernational_PRGMS_OFFICE
COORDINATE_SERVICE_REPS
SIGN_NPS_STUDENTS_BY_DIRECTION
ASSUME_03_DUTIES_WHEN_REQUIRED

Name: ASSIST_GENERATE_FACILITIES_REQMT

Description: Assist in generation of facilities requirements for the command (BASEREP, etc.) [SORM: 225.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ASSIST_MAINTAIN_PHYS_RSRCs_INV

Description: Assist in the maintenance of a physical resources inventory, including all structures with space allocation. [SORM: 225.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ASSIST_OPERATE_ENLISTED_GALLEY

Description: Function as an assistant in the proper and efficient operation of the Enlisted Galley. [SORM: 250.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_THE_ENLISTED_GALLEY

Subordinates: SUPERVISE_ENLISTED_GALLEY_ORG
KEEP_ENL_GALLEY_FOOD_SUPPLIES
PREPARE_FOOD_SERVICE_INSTRUCTION
ASSIGN_FOOD_SERVICE_PERSONNEL
MAINTAIN_FOOD_SERVICES_SPACES
ANALYZE_AND_REVW_ENL_GALLEY_MENU
MAINTAIN_FOOD_SERVICE_RECORDS
MONITOR_FOOD_SERV_CONTRACT_PERF

Name: ASSIST_PRODUCTION_GERG_AND_GERB

Description: Assist in producing the annual Graduate
Education Review Group/Board (GERG/GERB) reports. [SORM: 227.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Description: Function as an assistant in both the Public Works Department and the Contracts Office. [SORM: 253.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: LIAISON_PW_AND_SERVICED_ACTIVITY
OVERSEE_FACILITY_SUPPORT_CONTRACT
OVERSEE_IQ_CONSTRUCTION_CONTRACT
PROVIDE_ENG_DEPT_DESIGN_SUPPORT
PROVIDE_COMMAND_BATT_ENG_SUPPORT
PROVIDE_ENERGY_CONSERVE_DSGN_RVV
REDUCE_ENERGY_AND_H20_USE
REC_FACILITY_IMPROVEMENTS
OVERSEE_SHUTTLE_BUS_OPS
ACT_AS_SEABEE_DIV_OFFICER

Name: ASSIST_SUPERINTENDENT

Description: Assist the Superintendent at official and social functions as required. [SORM: 201.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: PROVIDE_ADMIN_ASSISTANCE
SCHEDULE_FLAG_APPOINTMENTS
LIAISON_OFFICIAL_GUESTS
ASSIST_WITH_CEREMONIES
ARRANGE_FLAG_RECEPTIONS
ADMINISTER_ORF_AND_PAF
PERFORM_OTHER_DUTIES_AS_ASSIGNED
REP_SUP_LIAISON_OTHER_SERVICES
REP_SUP_IN_CIVIC_COMMUNITY
ASSUME_SUP_DUTIES_WHEN_REQ
ACT_FOR_SUP_FOR_NPS_FACILITY_USE
PERFORM_DUTIES_ASSIGNED_BY_SUP

Expected Effects:
<table>
<thead>
<tr>
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</tr>
</thead>
</table>

244
Name: ASSIST_WITH_CEREMONIES

Description: Assist with ceremonies. [SORM: 201.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ASST_PUBLIC_WORKS_OFFICER

Description: Function as an assistant responsible for the day-to-day operation and overall coordination of the several organizational components of the (Public Works) Department. [SORM: 252.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: MANAGE_PW_DAY_TO_DAY_OPS
ACT_AS_PW_OFFICER_WHEN_REQ
ACT_AS_TELEPHONE_OFFICER
ACT_AS_HAZARDOUS_WASTE_COORD
PERFORM_ASSIGNED_PW_DUTIES
ASSIST_PW_DEPT_AND_CONTRACTS_OFF
MANAGE_THE_PW_SHOPS_DIVISION
MANAGE_FAC_SPT_SERV.Contract_DIV
PROVIDE_ADMIN_ASSISTANCE_TO_PW
MANAGE_MAINT_CONTROL_DIV
PROVIDE_PW_DEPT_MISC_SUPPORT

Name: ASSUME_03_DUTIES_IF_ABSENT

Description: Assume the duties of the Dean of Students and Director of Programs in the absence of the incumbent. [SORM: 221.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: ASSUME_03_DUTIES_WHEN_REQUIRED

Description: Assume the duties of the Dean of Students and Director of Programs in the absence of the Director and the Assistant Director of Programs. [SORM: 222.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: ASSUME_DUTIES_OF_CODE_04

Description: Assume the duties of the Director of Military Operations in the absence of the incumbent. [SORM: 241.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Name: ASSUME_SUP_DUTIES_WHEN_REQ

Description: In the absence of the Superintendent, and when so designated, assume the responsibilities of the Superintendent for such non-academic functions as may be assigned. [SORM: 240.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ATTEND_AV_CONFERENCES

Description: Attend conferences and meetings sponsored by CNO, inter-service, professional associations and manufacturers. [SORM: 228.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: ATTEND_SAFETY_CONFERENCES

Description: Attend and participate in safety and occupational health committee meetings, conferences, seminars, and workshops directly related to safety and occupational health functions. [SORM: 202.b.(24)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: AUDIT_THE_IMPREST_FUND
Description: Audit the Imprest Fund. [SORM: 216.b.(11)]

Type: Process
     Not Repetitive
     Online implementation suggested

Subordinate of: COMPTROLLER

Name: BE_FAMILIAR_WITH_CIV_INS_PRGMS

Description: Maintain familiarity with related programs offered at civilian educational institutions which might be effectively utilized by their sponsors. [SORM: 236.b.(2)(d)]

Type: Process
     Not Repetitive
     Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: BE_KNOWLEDGEABLE_ABOUT_TRNSFR_FLDS

Description: Be knowledgeable with respect to "transfer field" programs, i.e., other graduate programs appropriately related to those under their purview. [SORM: 236.b.(2)(d)]

Type: Process
     Not Repetitive
     Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: BRIEF_FOREIGN_VISITORS

Description: Coordinate with the Director of Programs to provide briefings to military attaches and other international visitors. [SORM: 230.b.(3)]

Type: Process
     Not Repetitive
     Online implementation suggested

Subordinate of: DIRECTINTERNATIONAL_PROGRAMS

Name: BRING_ATTENTION_TO_SUPERVISORS

Description: In performing their duties, staff members shall advise their supervisors of matters meriting their attention or requiring their action. [SORM: 108.c.]

Type: Process
     Not Repetitive
     Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

247
Name: CHAIR_ACADEMIC_DEPT_OR_GROUP

Description: Supervise and be responsible for the educational, personnel, and financial activities of the respective department or group. [SORM: 287.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_DEPT_CHAIRS

Subordinates: PLAN_ACADEMIC_DEPT_PROGRAM
SUPERVISE_ACADEMIC_DEPT
SUPERVISE_RESEARCH_PROGRAMS
PROVIDE_ACADEMIC_DEPT_ADVICE
REPRESENT_ACADEMIC_AND_ADMIN_NPS
RECRUIT_FACULTY_AND_STAFF
REC_FACULTY_AND_STAFF
PROVIDE_FACULTY_ORIENTATION
OVERSEE_FACULTY_MENTOR_PROGRAM
MONITOR_FACULTY_TECH_IMPROVEMENT
REC_FACULTY_FOR_AWARD_AND_PROMO
EVALUATE_STAFF_PERFORMANCE
KEEP_COURSES_UP_TO_DATE
SUBMIT_COURSE_JOURNALS
SUBMIT_TEXTBOOK_REQUIREMENTS
EVALUATE_COURSE_INSTRUCTION
COORDINATE_GRADING_PRACTICES
SUBMIT_GRADES_ON_TIME
STAY_FAMILIAR_WITH_CIV_INSTITUTE
HELP_CURRIC_RVWS_OF_CIV_INST_PRG
DEVELOP_Academic_PRGM_RSRC_PLAN
SUBMIT_ACAD_RSRC_REQUESTS
TAKE_CUSTODY_OF_SPACE_AND_EQUIP
EXERCISE_SAFETY_CONTROL
PROVIDE_PROFESSIONAL_DEVELOPMENT
REC_ASSOCIATE_DEPT_CHAIRS
WORK_WITH_CURRIC_OFFCR_AND_ACAD

Name: CHAIR_ACAD_COUNCIL_WHEN_REQ

Description: Serve as Chair [of the Academic Council] in the absence of the Provost. [SORM: 280.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CHAIR_CAB

Description: Chair the Computer Advisory Board. [SORM: 275.c.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE COMPUTING AND I RM

Name: CHAIR_LIBRARY_COUNCIL
Description: Chair the Library Council. [SORM: 275.c.(4)]
Type: Process
        Not Repetitive
        Online implementation suggested

Subordinate of: MANAGE COMPUTING AND I RM

Name: CHAIR_NPS_FAMILY_ADM I OCACY COM
Description: Chair the NPS Family Advocacy Committee.
[SORM: 267.b.(8)]
Type: Process
        Not Repetitive
        Online implementation suggested

Subordinate of: ADMINISTER FAMILY ADVOCACY PRGM

Name: CHAIR_NPS_PLANNING_BOARD
Description: Chair the NPS Planning Board. [SORM: 210.b.(6)]
Type: Process
        Not Repetitive
        Online implementation suggested

Subordinate of: EXERCISE NPS RESPONSIBILITIES

Name: CHAIR_OSH_COMMITTEE
Description: Chair the Occupational Safety and Health Committee. [SORM: 240.b.(10)]
Type: Process
        Not Repetitive
        Online implementation suggested

Subordinate of: ADMINISTER SAFETY AND HEALTH PRG

Name: CHAIR_RESEARCH ADVISORY PANEL
Description: Act as Chair of the research Advisory Panel.
[SORM: 289.b.(4)]
Type: Process
        Not Repetitive
        Online implementation suggested

249
Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: CHAIR_SPACE_ALLOCATION_COMMITTEE

Description: Serve as the Chairman of the Space Allocation Committee. [SORM: 241.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: CLASSIFY_CIVILIAN_POSITIONS

Description: Classify Merit Pay (GM), General Schedule (GS), and Wage Grade (WG) positions. Process classification appeals; administer the maintenance review of positions; conduct regular and special wage surveys; administer environmental differential pay; originate and submit required reports. [SORM: 217.b.(11)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: COLLABORATE_WITH_ACADEMIC_DEPTS

Description: Maintain liaison with academic departments. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: COLLABORATE_WITH_NPS_STAFF

Description: Collaborate with the School staff and sponsors. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: COMMAND_EVALUATION_OFFICER

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Subordinates: VERIFY_QUALITY_FUNCTION_STAFFING
CONDUCT_REVIEWS_AND_AUDITS
COMPLY_WITH_CMD_EVAL_REQMTS
MAINTAIN_ANNUAL_CMD_EVAL_PLAN
TRACK_AUDIT_CORRECTIVE_ACTIONS
PROVIDE_EXTERNAL_AUDIT_LIAISON
TRAIN_CMD_EVAL_PERSONNEL

Name: COMMUNICATE_HRO_GOALS

Description: Ensure that appropriate human resources management goals, policies, and practices are communicated to, and understood by, managers, supervisors, employees, and employee groups. [SORM: 217.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: COMPLY_WITH_CMD_EVAL_REQMTS

Description: Comply with the Command Evaluation requirements of the Navy. [SORM: 218.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: COMPLY_WITH_IND_SEC_PRGM

Description: Ensure compliance with the Industrial Security Program for classified contracts with DoD contractors. [SORM: 243.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COMPTROLLER

Description:

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_ALL_NPS_RESOURCES

Subordinates:
- DEVELOP_FINANCIAL PLANS
  - FORMULATE_NPS_BUDGET
  - DEVELOP_NPS_POM_INPUTS
  - DETERMINE_FINANCIAL_REPROGRAM
  - COORDINATE_BUDGETING
  - PROVIDE_FINANCIAL_ADVICE
  - PROVIDE_OPTAR_FUNDING_CONTROLS
  - MAINTAIN_SUPS_FUNDS_RECORDS
  - LIAISON_WITH_NAVFENCEN
  - PERFORM_TIMEKEEPING_FUNCTIONS
  - AUDIT_THE_IMPRESS_FUND
  - LIAISON_WITH_NAVY_AUDIT_SERVICE
  - COORDINATE_GAO_STUDIES
  - EXECUTE_MANAGING_TO_PAYROLL
  - COORDINATE_COM_ACTIVITY_REVIEW
  - PERFORM_EXTERNAL_BUDGET_LIAISON
  - COORDINATE_WITH_NETSAFA
  - SIGN_BUDGET_BY_DIRECTION

Name: CONDUCT_ANNUAL_INSPECT_WITH_PW

Description: Accompany Public Works personnel when they conduct the Annual Inspection Survey of the BQ. [SORM: 269.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: CONDUCT_AV_TRAINING_SEMINARS

Description: Conduct or participate in seminars and training courses dealing with effective uses of visual information media. [SORM: 228.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: CONDUCT_CAUSAL_FACTOR_STUDIES

Description: Conduct studies and analyze mishap investigation reports, records of occupational injuries and illnesses, and property damage reports to identify causal factors and to determine trends; initiate program improvement actions accordingly. [SORM: 202.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: CONDUCT_CLASSIFIED_RESEARCH

Description: Maintain and operate a Classified Materials Division encompassing classified research. [SORM: 277.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: CONDUCT_HRO_PLANNING

Description: Initiate appropriate planning and research to support the administration of human resources, inform management of new human resources concepts, and recommend appropriate changes in human resource policies, practices and procedures. [SORM: 217.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: CONDUCT_MAINTENANCE_INSPECTIONS

Description: Inspect maintenance work in progress and make the final acceptance inspection when work is completed. [SORM: 255.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: CONDUCT_PHYSEC_INSPECTIONS

Description: Conduct physical security surveys, inspections and audits. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: CONDUCT_POST_TRIAL_REVIEW

Description: Conduct Staff Judge Advocate post-trial reviews pursuant to the MCM, 1984, Chapter I. [SORM:
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: CONDUCT_PRECIOUS_METALS_RECOVERY

Description: Act as Precious Metals Recovery Program Officer. [SORM: 248.b.(7)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_THE_PERSONAL_PROP_PRGM

Name: CONDUCT_PRE_NJP_INQUIRIES

Description: Conduct pre-non-judicial punishment inquiries. [SORM: 244.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: CONDUCT_PROCUREMENT_CONTRACTING

Description: Solicit, evaluate, negotiate, and award bids. [SORM: 249.b.(4)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PROCUREMENT_CONTRACT_SRVC

Name: CONDUCT_PROFESSIONAL_LECTURES

Description: Conduct a professional lecture series. [SORM: 200.b.(28)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CONDUCT_PROGRAM_APPRAISAL

Description: Appraise programs for effectiveness and efficiency. [SORM: 215.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: CONDUCT_PW_COMP_SYS_ANALYSIS
Description: Conduct computer system analysis (for Public Works Department). [SORM: 260.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: CONDUCT_QUARTERS_INSPECTIONS
Description: Conduct quarters inspections for incoming and outgoing residents. [SORM: 254.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: CONDUCT_REVIEWS_AND_AUDITS
Description: Conduct reviews and audits which follow standards established by the Government Accounting Office (GAO), and the Institute of Internal Auditors. [SORM: 218.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: CONDUCT_SAFETY_INSPECTIONS
Description: Organize and conduct safety inspections and surveys to identify violations, hazards, and deficiencies in operations, work places, facilities, and equipment. [SORM: 202.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: CONDUCT_SAFETY_TRAINING
Description: Assist supervisors and training specialists in developing and conducting safety training, education, and indoctrination of new employees; ensure continuing training programs; require specific safety refresher training, and, where conditions warrant, specialized safety training. [SORM: 202.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: CONDUCT_SPEC_FIELD_ENG_STUDIES

Description: Conduct special field engineering studies. [SORM: 259.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: CONDUCT_VULNERABILITY_ASSESSMENT

Description: Ensure that Vulnerability Assessments are conducted for all functions annually, and that Management Control reviews are conducted on a five year cycle. [SORM: 205.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE.Management_CONTROL

Name: CONSERVE_ENERGY

Description: Maintain a viable program of energy conservation in support of local and national goals. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: CONSERVE_UTILITIES

Description: Maintain a viable program of utilities conservation in support of local and national goals. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_Works_DEPT

Name: CONSIDER_ED_PRGM_COST_DECISION
Description: Ensure that decisions about educational programs at NPS consider cost, effectiveness, and uniqueness. [SORM: 280.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CONTINUOUSLY_IMPROVE_COURSES
Description: Act to ensure continuous improvement of courses, curricula, and thesis. [SORM: 280.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CONTRACT_AND_PROCURE_NAF_PRODUCT
Description: Act as a contracting and procurement officer for non-appropriated fund textbooks and related merchandise. [SORM: 268.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NEX_ACTIVITIES

Name: CONTROL_ALL_MWR_EQUIPMENT
Description: Be responsible for the safekeeping, preservation, and accessibility for inspection of all government property in the possession of the department, and permit its removal only with written approval of the Director of Military Operations. [SORM: 263.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Name: CONTROL_AND_SUPERVISE_CC_RSRCs

257
Description: Exercise operational control and supervision of all personnel, equipment, and other resources assigned to the Computer Center. [SORM: 276.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTER_CENTER

Name: CONTROL_AVIATION_SAFETY_EQUIPMNT

Description: Exercise control over the safe operation and security of the spaces, equipment, and materials assigned to Aviation Safety Programs. [SORM: 229.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: CONTROL_CLASSIFIED_MATERIALS

Description: Ensure compliance with accounting and control requirements for classified material, including receipt, distribution, inventory, reproduction and disposition. [SORM: 243.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Subordinates: ADMINISTER_CONTROL_OVER_SCI
ADMINISTER_SCIF

Name: CONTROL_CLASSIFIED_VISITS

Description: Ensure security control of visits to and from the command when the visitor requires, and is authorized, access to classified information. [SORM: 243.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: CONTROL_CODE_03_CORRESPONDENCE

Description: Control of incoming/outgoing correspondence. [SORM: 221.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: CONTROL_SCIF_ACCESS

Description: Establish procedures for control of access to the Sensitive Compartmented Information facility (SCIF) in Root Hall, Rooms 108-115. [SORM: 237.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: CONTROL_SMALL_ARMS_AND_AMMO

Description: Ensure the physical control, inventory, and issuance of small arms and ammunition. [SORM: 262.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: COORDINATE_OSH_EXTERNALLY

Description: Coordinate occupational health support with Naval Hospital, Oakland, and the Occupational Health Section, Silas B. Hays Army Community Hospital, as appropriate. Consult as necessary with occupational health professionals in the identification, evaluation, and control of exposure to hazardous materials or harmful physical agents. [SORM: 202.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: COORDINATE_03_PW_REQUESTS

Description: Serve as the Code 03 representative to the Public Works Planning Board. Coordinate, prioritize, and sign all work requests submitted by codes in the Students and Programes Directorate. Maintain a tickler file of all incomplete work requests and reports status. [SORM: 225.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: COORDINATE_03_STAFF_PLACEMENT
Description: Coordinate staff placement. [SORM: 221.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: COORDINATE_ACADEMIC_AWARDS
Description: Coordinate with Curricular Officers and Academic Departments on award recipients, and for official party members. [SORM: 226.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: COORDINATE_ACCREDITATION_PREPS
Description: Coordinate preparation for accreditation visits. [SORM: 286.b.(12)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER EDUCATIONAL_PROGRAMS

Name: COORDINATE_ALL_BQ_OPERATIONS
Description: Coordinate planning, funding, staffing, maintenance and management of the BQ operations. [SORM: 269.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: COORDINATE_AVIATION_COURSE GRADE
Description: Coordinate scholastic grading practices and ensure that grades for each student are submitted to the Registrar within the prescribed time limits. [SORM: 229.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: COORDINATE_BUDGETING

Description: Coordinate budgeting, accounting, progress reports and statistics, and exercise such internal fiscal review and control as may be appropriate. [SORM: 216.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORDINATE_CIV_INST_MGMT_EFFORTS

Description: Coordinate efforts of the various responsible offices at the School in executing responsibilities with respect to managing graduate programs at civilian institutions. [SORM: 223.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COORDINATE_CIV_INST_OFFCR_RSRCH

Description: Coordinate approval of Navy officer student research at civilian institutions. [SORM: 223.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COORDINATE_CLASS_GUIDE_PREP

Description: Coordinate the preparation and maintenance of classification guides in the command. [SORM: 243.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG
Name: COORDINATE_COMMON_SECURITY_ISSUE

Description: Coordinate with the command Staff JAG, ADP, and Security Officer on matters of common concern. [SORM: 243.b.(21)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_COM_ACTIVITY_REVIEW

Description: Coordinate the Commercial Activity review program. [SORM: 216.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORDINATE_CONFERENCES

Description: Coordinate and arrange for conferences, symposiums, workshops and other meetings which occur at the School. [SORM: 289.b.(12)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: COORDINATE_COUNSELOR_ACTIVITIES

Description: Coordinate and manage the activities of assigned counselors and volunteers. [SORM: 267.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: COORDINATE_CURRICULA

Description: Coordinate subspecialty curricula with subspecialty primary consultants and sponsors. [SORM: 200.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA
Subordinates:  SUPERVISE_CURRICULAR_TEAMS

Expected Effects:

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Name:  COORDINATE_CURRICULAR_OFFICES

Description:  Responsible for overall internal functions concerning students to include coordination of all curricular offices.  [SORM: 222.b.(1)]

Type:  Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name:  COORDINATE_DEPARTMENT_ACADEMICS

Description:  Coordinate the academic affairs of all departments and groups.  [SORM: 103.a.]

Type:  Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name:  COORDINATE_DIVINE_SERVICES

Description:  Coordinate the presentation of Divine Services, rites and ceremonies.  [SORM: 266.b.(1)]

Type:  Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name:  COORDINATE_ELIGIBILITY_EVALS

Description:  Coordinate the command program for continuous evaluation of eligibility for access to classified
information or assignment to sensitive duties. [SORM: 243.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_EMERG_DESTRUCT_PROCS

Description: Coordinate with the security officer to include emergency destruction procedures in the command's emergency and disaster plan. [SORM: 243.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_ENLISTED_PERF_EVALS

Description: Coordinate preparation and submission of all enlisted performance evaluations. [SORM: 244.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTRER_04_DIVOS_AND_NPS_ENL

Name: COORDINATE_ENLISTED_WATCHES

Description: Coordinate enlisted personnel watch assignments. [SORM: 244.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTRER_04_DIVOS_AND_NPS_ENL

Name: COORDINATE_ENL_COLLATERAL_DUTIES

Description: Coordinate enlisted personnel collateral duty assignments. [SORM: 244.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTRER_04_DIVOS_AND_NPS_ENL

Name: COORDINATE_FACULTY_EMPLOYMENT
Description: Coordinate with the Dean of Faculty and Graduate Studies on faculty offers of employment. [SORM: 211.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Name: COORDINATE_FINANCIAL_PLANNING

Description: Coordinate long and short range financial plans and programs. [SORM: 200.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EXERCISE_BUDGETARY_CONTROL

Name: COORDINATE_FITNESS_ACTIVITIES

Description: Arrange and coordinate recreational activities and events, including fitness activities. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_FOIA_AND_PRIVACY_Act

Description: Act as Command Freedom of Information Act and Privacy Act Coordinator pursuant to SECNAVINST 5720.42E and SECNAVINST 5211.5D. [SORM: 203.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDELEGAL_SERVICES

Name: COORDINATE_FOREIGN_COMMUNITY

Description: Coordinate international student community and family contacts for use of community facilities. [SORM: 230.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTINTERNATIONAL_PROGRAMS

265
Name: COORDINATE_GAO_STUDIES

Description: Coordinate all matters pertaining to General Accounting Office (GAO) studies and surveys at NPS that concern accounting and use of public funds. [SORM: 216.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORDINATE_GRADING_PRACTICES

Description: Coordinate grading practices. [SORM: 287.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: COORDINATE_INTRAMURAL_SPORTS_PGM

Description: Arrange and coordinate recreational activities and events, including the intramural sports program. [SORM: 285.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_MANAGEMENT_CONTROL

Description: Evaluate management control systems and implement the Management Control Program. [SORM: 205.a.]

Provide coordination and technical assistance to command managers to ensure that managers assess, design, implement, and enforce management control systems within their areas of responsibility according to the objectives and standards of the Management Control Program of the Navy. [SORM: 205.b.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Subordinates: MAINTAIN_ASSESSABLE_UNIT_LIST
CONDUCT_VULNERABILITY_ASSESSMENT
DEVELOP_ANNUAL_MGMT_CONTROL_PLAN
PROVIDE_VA_AND_MCR_TRAINING
REPORT_VA_AND_MCR_RESULTS
FOLLOW_UP_MCR_WEAKNESSES

Expected Effects:

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Name: COORDINATE_MIL_FACULTY_MENTORS

Description: Coordinate the mentor program for military faculty with their respective department or group chair. [SORM: 288.b.(4)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: COORDINATE_MIL_STAFF_ASSIGNMENTS

Description: Coordinate with the Chief of Naval Operations (N-01) and Bureau of Naval Personnel on assignment of officers to staff and military faculty billets. [SORM: 220.b.(7)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: COORDINATE_NPS_COLOR_GUARD

Description: Coordinate training and performances of the NPS Color Guard for appropriate command and civic ceremonies. [SORM: 244.b.(10)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: COORDINATE_PHYSICAL_SECURITY

Description: Coordinate with the Security Officer on physical security measures for protection of classified material. [SORM: 243.b.(9)]

Type: Process
      Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_PSD_MONTEREY

Description: Act as the command's Personnel Support Detachment, Monterey Coordinator. [SORM: 245.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Subordinates: LIAISON_WITH_PSD

Name: COORDINATE_PUBLIC_AFFAIRS

Description: Coordinate and administer the public affairs activities and programs within the command, including internal, external, and community relations. [SORM: 242.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: ACT_AS_PUBLIC_RELATIONS_TECH_ADV
SUPPORT_USN_PUBLIC_AFFAIRS
SUPPORT_COMMUNITY_RELATIONS

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Name: COORDINATE_PW_PERSONNEL_ACTIONS

Description: Coordinate matters pertaining to personnel actions. [SORM: 257.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW
Name: COORDINATE_RECREATIONAL_ACTIVITY

Description: Arrange and coordinate recreational activities and events, including the intramural sports program, Youth Program, Gymnasium, fitness activities, Sailing Program, Navy Golf Course and Pro Shop. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPervise_REcreation_DIVISION

Subordinates: COORDINATE_INTRAMURAL_SPORTS_PGM
COORDINATE_THE_YOUTH_PROGRAM
COORDINATE_THE_GYMNASIUM
COORDINATE_FITNESS_ACTIVITIES
COORDINATE_THE_SAILING_PROGRAM
SUPERVISE_Navy_Golf_COURSE

Name: COORDINATE_RESOURCE_MGMT_ISSUES

Description: Coordinate with the Major Claimant, Resource Sponsor, Comptroller of the Navy, Office of Personnel Management, and Secretary of the Navy for resource management issues. [SORM: 215.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: COORDINATE_SAFETY_PROCUREMENT

Description: Serve as technical authority in the procurement of approved personal protective equipment, and as coordinator for all facets of the personal protection, noise control, and sight conservation programs. [SORM: 202.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: COORDINATE_SECURITY_EDUCATION

Description: Formulate and coordinate the command's security education program in accordance with OPNAVINST 5510.1H. [SORM: 243.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_SERVICE_REPS

Description: Responsible for overall internal functions concerning students to include coordination of other service representatives on campus. [SORM: 222.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Subordinates: REPRESENT_THEMARINE_CORPS
             REPRESENT_THE_ARMY
             REPRESENT_THE_AIR_FORCE

Name: COORDINATE_SHIP_VISIT_REC_PRGMS

Description: Coordinate any (visiting) ship recreational programs, special events, and public affairs activities. [SORM: 242.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ORGANIZE_PORT_VISITS

Name: COORDINATE_SPONSOR_PROGRAM

Description: Coordinate the sponsor program for international students. [SORM: 230.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTINTERNATIONAL_PROGRAMS

Name: COORDINATE_SSO_ACTIVITIES

Description: Coordinate Special Security Office activities with the Security Manager. [SORM: 237.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: COORDINATE_STUDENT_INPUTS

Description: Coordinate with the Chief of Naval Operations
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ACT_AS_STUDENT_RESOURCE_MANAGER

Name: COORDINATE_SUP_ACTION_ITEMS
Description: Coordinate and track action items originated by the Superintendent. [SORM: 204.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: COORDINATE_TEMPEST_CONTROLS
Description: Coordinate with the ADP officer to ensure that any electrical or electronic processing equipment meets control of compromising emanations (TEMPEST) requirements. [SORM: 243.b.(10)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_TENANT_WORK_REQUESTS
Description: Coordinate tenant work requests for repairs, modifications, etc., to their assigned quarters. [SORM: 254.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT HOUSING

Name: COORDINATE_THE_GYMNASIUM
Description: Arrange and coordinate recreational activities and events, including the Gymnasium. [SORM: 265.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY
Name: COORDINATE_THE_SAILING_PROGRAM

Description: Arrange and coordinate recreational activities and events, including the Sailing Program. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_THE_YOUTH_PROGRAM

Description: Arrange and coordinate recreational activities and events, including the Youth Program. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_TRAINING_REQUESTS

Description: Coordinate internal and external training requests concerned with meeting FSC requirements of the command and higher authority. [SORM: 267.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: COORDINATE_USMC_EDUCATION

Description: Assist and coordinate education/training conducted for Marines and Marine Corps civilians at the Naval Postgraduate School. [SORM: 231.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: COORDINATE_USN_OFFICER_RESEARCH

Description: Coordinate and approve Navy student officer research at NPS and civilian institutions. [SORM: 200.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: EDUCATE_USN_OFFICERS

Name: COORDINATE_WITH_NETSAFA

Description: Coordinate with NETSAFA for matters related to pricing of international student tuition income. [SORM: 216.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORD_FOREIGN_STDNT_ORIENTATION

Description: Coordinate the planning and didrection of the international student orientation course with the Department of National Security Affairs. [SORM: 230.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL PROGRAMS

Name: COORD INTERNATIONAL PRGMS OFFICE

Description: Responsible for overall internal functions concerning students to include coordination of the International Programs Office. [SORM: 222.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE 03 WITH STUDENTS

Name: COORD MIL FACULTY MTG ATTENDANCE

Description: Coordinate attendance of military faculty at NPS orientation, Navy workshops, and other military training and meetings. [SORM: 288.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE MILITARY FACULTY

Name: COORD NPS COMMUNITY SRVC USE

Description: Provide assistance and supervision in the coordination of the use of NPS facilities for community
service programs. [SORM: 265.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: COORD_REQS_FOR_FACULTY_AWARD

Description: Coordinate requirements for the Schieffelin and Griffin Faculty Awards. [SORM: 289.b.(12)(e)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: COORD_SUBSPECIALTY_CURRICULA

Description: Coordinate subspecialty curricula with subspecialty primary consultants and sponsors. [SORM: 223.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COORD_TENANT_PHYS_SEC_REQMTS

Description: Coordinate requirements of tenant activities and ensure that those requirements are entered in applicable host-tenant agreements and inter/intra-service support agreements. [SORM: 262.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: COUNSEL_ARMY_STUDENTS

Description: Counsel and provide guidance to Army officer students and faculty on professional and academic matters. [SORM: 232.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

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Name: COUNSEL_OFFICERS_ON_AEP
Description: Counsel naval officers regarding graduate education. Screen all applicants for the Advanced Education Program (AEP) for P-code applicability and assist officers in developing programs which will satisfy the requirements of the subspecialty. [SORM: 223.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COUNSEL_USAF_STUDENTS
Description: Counsel and provide guidance to Air Force officer students and faculty on professional and academic matters. [SORM: 233.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: REPRESENT_THE_AIR_FORCE

Name: COUNSEL_USMC_OFFICERS
Description: Counsel and provide guidance to USMC officer students on Marine Corps matters. [SORM: 231.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: CURRICULAR_OFFICER_PROGRAM_DUTY
Description:
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: SUPERVISE_CURRICULAR_TEAMS
Subordinates: UPDATE_CURRICULA_IN_LIAISON
MAINTAIN_CURRICULA_IN_LIAISON
DEVELOP_CURRICULA_IN_LIAISON

Name: CURRIC_OFFICER_SUPERVISION_DUTY
Description: Provide military supervision for officer students, and administrative supervision for officer

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and civilian students in their curricula. Function in liaison with Academic Associates to develop, maintain, and update curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense, and ensure students develop programs in accordance with applicable guidelines. [SORM: 235.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Subordinates: PROVIDE_MILITARY_SUPERVISION
PROVIDE_ADMIN_SUPERVISION
ADMINISTER_CURRICULAR_OFFICE
MANAGE_CURRIC_OffICE_RESOURCES
PREPARE_CURRIC_OFFICE_BUDGET
ASSIGNED_LIAISON_WITH_MIL_FCTY

Name: CURRIC_TEAM_STUDENT_SUPERVISION

Description: Support the School's mission by developing, maintaining, and updating curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. Provide supervision to students in the development of their academic programs. [SORM: 236.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_STUDENTS

Subordinates: REVIEW_STUDENT_ACADEMIC_RECORDS
DEVELOP_STUDENT_PRGM_OF_STUDY
EVALUATE_STUDENT_ACADEMIC_QUALS
ENSURE_CRSE_SELECT_PER_POLICY
SELECT_PRGMS_PER_NAVY_POLICY
VALIDATE_PRIOR_ACADEMIC_PERF
VERIFY_STUDENT_PROGRAM_RIGOR
PERIODICALLY_REVW_ACADEMIC_PERF
DIRECT_STUDENT_PRGM_CHANGES
DIRECT_INTERCURRICULAR_TRANSFERS
CURRIC_OFFICER_SUPERVISION_DUTY

Name: DESIGN_SYSTEMS

Description: Participate in and direct other system analysts in the actual design of systems. [SORM: 213.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_INSTITUTIONAL_RESEARCH
Name: DETERMINE_AND_PROCURE_PW_AD

Description: Determine and procure (Public Works) departmental computer equipment, peripherals, furniture, and ADP supply needs. [SORM: 260.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: DETERMINE_FINANCIAL_REPROGRAM

Description: Compare program performance with the financial plan, analyze variances, and determine where financial reprogramming may be required. [SORM: 216.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: DETERMINE_LEGAL_JURISDICTION_MAP

Description: Determine, in accordance with the Staff Legal Officer and the Facilities Engineer, legal legislative jurisdiction of all areas (main campus, La Mesa housing area, beach front, golf course, and Annex), and maintain an installation map depicting precise jurisdictional boundaries. [SORM: 262.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: DETERMINE_NEED_FOR_ENG_ADVICE

Description: Determine the need for maintenance engineering advice and assistance. [SORM: 258.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: DETERMINE_NPS_AV_REQUIREMENTS

Description: Determine audiovisual equipment and material requirements for NPS and arrange for their acquisition. [SORM: 228.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: DETERMINE_PW_MIS_APP_NEEDS

Description: Determine (Public Works) departmental need for computer applications through observation, requests for assistance, or management direction. [SORM: 260.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: DETERMINE_RESOURCE_REQUIREMENTS

Description: Determine resource requirements by analyzing needs. [SORM: 215.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: DETERMINE_RESTRICTED_AREA_BOUNDS

Description: Determine boundaries and establish perimeters of restricted areas. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: DEVELOP_ACADEMIC_PRGM_RSRC_PLAN

Description: Develop plans for resources needed to support the education program. [SORM: 287.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: DEVELOP_AEPP_AND_FEOPP

Description: Develop the Affirmative Employment Program Plan and the Federal Equal Opportunity Program Plan, and recommend changes based on consultation or input from activity line and staff officials. [SORM: 206.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: DEVELOP_AND_MAINTAIN_ADAP_ARCH
Description: Develop and maintain ADP standard and architectural systems. [SORM: 260.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: DEVELOP_ANNUAL_MGMT_CONTROL_PLAN
Description: Develop a Management Control review Plan every calendar year in accordance with OPNAVINST 5200.25C and SECNAVINST 5200.35C. [SORM: 205.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: DEVELOP_BUDGET_MGMT_REPORTS
Description: Participate in and direct other analysts in the development of management reports. [SORM: 212.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: DEVELOP_BUDGET_TRACKING_SYSTEMS
Description: Plan, prioritize, and direct the development of tracking systems for the academic budget. [SORM: 212.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: DEVELOP_CLASSIFIED_DOCS_AND_PUBS
Description: Develop documents and other classified
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: DEVELOP_CURRICULAR_PROGRAMS

Description: Plan, develop, and evaluate curricular programs, including those conducted at civilian institutions as specified by the Chief of Naval Operations. [SORM: 220.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Subordinates: FORMULATE_CURRICULA_CONTENT

Name: DEVELOP_CURRICULA_IN_LIAISON

Description: Function in liaison with the Academic Associates to develop curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. [SORM: 235.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRICULAR_OFFICER_PROGRAM_DUTY

Name: DEVELOP_EMPLOYEES

Description: Conduct annual training needs survey; administer annual training program, counsel and enroll employees in correspondence course; arrange employee attendance for external training; coordinate on-site training programs; document training; originate and submit required reports. [SORM: 217.b.(11)(e)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: DEVELOP_FINANCIAL_PLANNING

Description: Develop long and short range financial plans and programs. [SORM: 200.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EXERCISE_BUDGETARY_CONTROL

Name: DEVELOP_FINANCIAL_PLANS

Description: Translate program requirements into the required financial plan. [SORM: 216.b.(1)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: COMPTROLLER

Name: DEVELOP_HRO_STAFF_AND_TRAIN_ALL

Description: Develop a technically competent personnel staff to advise, assist, and train all managers and supervisors to carry out their human resources management responsibilities. [SORM: 217.b.(5)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: DEVELOP_INFORMATION_DATABASES

Description: Develop information databases for personnel, students and resources. [SORM: 213.b.(1)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: SUPERVISE_INSTITUTIONAL_RESEARCH

Name: DEVELOP_INSPECTION_STANDARDS

Description: Develop inspection standards and practices. [SORM: 258.b.(6)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: DEVELOP_LIBRARY_Collections

Description: Develop the Library's collections through the acquisition of materials designed to support the curricular and research programs of the school. [SORM:
277.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: DEVELOP_LOGISTICS_SUPPORT_PLAN

Description: Develop a Logistics Support and Mobilization Plan. [SORM: 200.b.(20)]

Type: Process
Repetitive
Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: DEVELOP_NPS_POM_INPUTS

Description: Develop NPS inputs to the Navy's POM. [SORM: 216.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: DEVELOP_PREVENTIONPROGRAMS

Description: Develop accident prevention and loss control measures and programs. [SORM: 202.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: DEVELOP_REQUESTEDREPORTS

Description: Develop reports as requested by management. [SORM: 213.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_INSTITUTIONAL_RESEARCH

Name: DEVELOP_SECURITYirectives

Description: Develop written security orders and/or directives to cover all phases of security operations.
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: DEVELOP_SECURITY_PROCEDURES
Description: Develop written command information and personnel security procedures. [SORM: 243.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: DEVELOP_SERVICE_CONTRACT_QA_PRGM
Description: Develop quality assurance (QA) inspection programs for each of the different types of service contracts (janitorial, grounds, fire systems, tree removal and trimming, refuse removal, and pest control). [SORM: 256.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: DEVELOP_SHORT_COURSES
Description: Supervise development and conduct of short courses at the School. [SORM: 280.b.(3)]
Type: Process
Not Repetitive
Online Implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: DEVELOP_STAFF_AND_FACULTY_BUDGET
Description: Develop faculty and staff budgets, including establishment of recruitment ceilings, in coordination with the Dean of Faculty and Graduate Studies and the Academic Department and Group Chairperson. [SORM: 211.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS
Name: DEVELOP_STUDENT_PRGM_OF-STUDY

Description: In consultation with each student and based on his/her academic background, develop a program of study within the framework of the standard curricula. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRICTEAM_STUDENT_SUPERVISION

Name: DIRECTOR_EDUCATIONAL_MEDIA

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PROGRAMS_AND_PLANS

Subordinates: PROVIDE_AV_LIAISON_WITHIN_DOD
ATTEND_AV_CONFERENCES
ARRANGE_AV DEMOS_AND_DISPLAYS
DETERMINE NPS_AV_REQUIREMENTS
PREPARE_AV_REPORTS
LIAISON_WITH_OPPOSO
ACT AS NPS_PRINT_COORDINATOR
ACT AS NPS_PHOTOGRAPHIC_OFFICER
PROVIDE_AV_ASSISTANCE_TO_FACULTY
CONDUCT_AV_TRAINING_SEMINARS
DISSEMINATE_NEW_AV_INFO
PRODUCE_VISUAL_INFORMATION
PROVIDE_GRAPHIC_SUPPORT
PROVIDE_PHOTOGRAPHIC_SERVICES
PROVIDE_COPYING_EQUIPMENT
MAINTAIN_AV_CUSTODY
PREPARE_AV_BUDGET

Name: DIRECT_CIVILIAN_INSTITUTION_PRGM

Description: Manage Navy education at civilian institutions, including: establishing liaison with universities; monitoring academic programs in relation to Navy needs; examining the location of study with a view towards possible economies; and monitoring officer student progress. [SORM: 223.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CIV_INSTRUCTION_PRGMS

Subordinates: MANAGE_OFFCR_IN_CIV_INSTITUTIONS
COORDINATE_CIV_INST_OFFCR_RSRCH
MAINTAIN_PRGM_OBJ_AND_SKIL_REQMTS
MANAGE_ASSIGNED_G3_RESOURCES
COORDINATE_CIV_INST_MGMT_EFFORTS
COORD_SUBSPECIALTY_CURRICULA
MAKE_CIV_INST_CURRIC_RECS
COUNSEL_OFFICERS_ON_AEP
SCREEN_PHD_PROGRAM_CANDIDATES
SIGN_CIV_INST_BY_DIRECTION
SUBMIT_CIV_INST_BUDGETS

Expected Effects:

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Name: DIRECT_INTERCURRICULAR_TRANSFERS

Description: Direct student intercurricular transfers when necessary, within the limitations of curricular quotas, military service policies, and academic feasibility. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: DIRECTINTERNATIONAL_PROGRAMS

Description: Ensure, to the greatest extent possible, the academic, social, and physical adjustment of international officers and their families to the official and informal life of NPS and the United States of America. [SORM: 230.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: PROVIDE_INFO_TO_FOREIGN_STUDENT
SUBMIT_FOREIGN_STUDENT_PRGM_RPTS
BRIEF_FOREIGN_VISITORS
COORD_FOREIGN_STDTN_ORIENTATION
ADMINISTER_INFORMATIONAL_PRGM
PREPARE_IP_BUDGET

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COORDINATE_FOREIGN_COMMUNITY
OVERSEE_FOREIGN_ACTIVITIES
PROVIDE_INS_AND_VISA_GUIDANCE
ASSIGN_FOREIGN_STUDENT_GREETERS
HELP_FOREIGN_STUDENT_CHECKIN
SUPPORT_FOREIGN_STUDENTS_IN_CURR
COORDINATE_SPONSOR_PROGRAM

Expected Effects:

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Name: DIRECT_MIS NEED STUDIES

Description: Direct studies to determine needs and requirements of departments for MIS. [SORM: 278.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN COMPUTING

Name: DIRECT_STUDENT_PRGM CHANGES

Description: Direct student program changes when necessary, within the limitations of curricular quotas, military service policies, and academic feasibility. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRICTEAM_STUDENT SUPERVISION

Name: DISSEMINATE_NEW_AV_INFO

Description: Disseminate information on new and improved equipment and uses of media. [SORM: 228.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: DIST_QTRLY_TRANSCRIPTS

Description: Distribute quarterly transcripts of academic records to cognizant agencies and representatives as authorized. [SORM: 282.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: DRAFT_CONVENVING_ORDERS

Description: Draft orders convening courts-martial and appointing letters of officers assigned to conduct JAG Manual investigations. [SORM: 203.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDELEGAL_SERVICES

Name: EDUCATEAUTHORIZED_OFFICERS

Description: Educate other authorized U.S. and allied military officers consistent with the requirements of the individual services, the Department of Defense (DoD), and foreign governments, and within available resources. [SORM: 200.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_MILITARY_OFFICERS

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287
Name: EDUCATE_CIVILIAN_PERSONNEL

Description: Educate civilian personnel within the U.S. Government consistent with their sponsoring organizational needs and within available resources. [SORM: 200.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_INSTRUCTION_TO_STUDENTS

Expected Effects:

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Name: EDUCATE_MILITARY_OFFICERS

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_INSTRUCTION_TO_STUDENTS

Subordinates: EDUCATE_USN_OFFICERS EDUCATE_AUTHORIZED_OFFICERS

Name: EDUCATE_USN_OFFICERS

Description: Educate commissioned U.S. Naval officers for assignment to validated billets in the Navy’s subspecialty system. [SORM: 200.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_MILITARY_OFFICERS

Subordinates: PROVIDE_ACADEMIC_COUNSELING
Provide Academic Advice
Ensure Education per Mers
Supervise Officers at Civ School
Coordinate Usn Officer Research
Ensure Research Relevancy
Liaison with BUPERS
Report Educational Achievements
Maintain Officer Academic Record

Expected Effects:

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Name: ENFORCE_BQ_RULES_AND_REGS

Description: Ensure that BQ rules and regulations are followed and enforced. [SORM: 269.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: ENGAGE_IN_OTHER_RESEARCH

Description: Engage in research as may be requested or directed by higher authority. [SORM: 200.b.(23)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: ENSURE_CONTRACT_REG_COMPLIANCE

Description: Ensure compliance of all contracting actions with statutory and regulatory requirements. [SORM: 247.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: ENSURE_CONTRACT_COMPLY_WITH_REGS

Description: Ensure all contractual documentation complies with statutory and regulatory requirements. [SORM: 249.b.(4)(b)]

Type: Process

Not Repetitive

Online implementation suggested

Subordinate of: PROVIDE_PROCUREMENT_CONTRACT_SRVCS

Name: ENSURE_CRSE_SELECT_PER_POLICY

Description: Ensure that the [Student's] selection and sequencing of courses is per sound academic practice. [SORM: 236.b.(3)]

Type: Process

Not Repetitive

Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: ENSURE_CURRICULA_STANDARDS

Description: Ensure that all curricula meet the needs of their sponsors and meet degree accreditation standards. [SORM: 210.b.(8)]

Type: Process

Not Repetitive

Online implementation suggested

Subordinate of: REVIEW_EDUCATIONAL AREAS

Name: ENSURE_CURRIC_CONSISTENCY

Description: Coordinate with the cognizant Department Chair to ensure that the curriculum is consistent with the degree requirements established by the department and approved by the Academic Council. [SORM: 236.b.(2)(a)]

Type: Process

Not Repetitive

Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ENSURE_CURRIC_MEETS_DEGREE_REQMT

Description: Ensure that each program's curriculum meets
degree requirements. [SORM: 236.b.(2)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ENSURE_CURRIC_MEETS_PROF_REQMTS

Description: Ensure the curriculum meets the professional requirements of the Navy and other services. [SORM: 236.b.(2)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ENSURE_EDUCATION_PER_MERS

Description: Ensure U.S. Naval officers are educated in support of the subspecialty program, both in content and quality, per validated Military Educational Requirements (MER). [SORM:200.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: ENSURE_EEO_OBJECTIVES_MET

Description: Ensure Equal Employment Opportunity (EEO) objectives are met. [SORM: 206.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: ENSURE_ENVIRONMENTAL_COMPLIANCE

Description: Be responsible for environmental compliance matters, performing assigned duties per the technical standards promulgated by the Naval Facilities Engineering Command and the Geographical Engineering Field Division. [SORM: 251.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT
Name: ENSURE_PROC_COMPLY_WITH_DIRS
Description: Interpret and ensure the establishment or modification of procedures to comply with directives. [SORM: 248.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: ENSURE_RESEARCH_RELEVANCY
Description: Ensure that student research is relevant to Navy requirements. [SORM: 200.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: EDUCATE_USN_OFFICERS

Name: ENSURE_SAFETY_COMPLIANCE
Description: Ensure compliance with applicable instructions and procedures. [SORM: 202.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: ENSURE_SSO_VISITOR_CONTROL
Description: Ensure security control over visits to and from the command in Special Security Office matters. [SORM: 237.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_SCIF

Name: ESTABLISH_ACCESS_BARRIERS
Description: Determine and recommend establishment of barriers and point of ingress and egress. [SORM: 262.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ESTABLISH_SAFETY_GOALS

Description: Establish written goals and objectives for the School's S&OH Program and evaluate program performance. [SORM: 202.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: ESTABLISH_STANDARD_CURRICULA

Description: Establish and keep current appropriate standard curricula. [SORM: 236.b.(2)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ESTIMATE_JOB_MANPOWER_AND_MATLs

Description: Determine manpower and materials estimates for jobs. [SORM: 256.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: EST_MEN_AND_MATERIAL_FOR_JOBS

Description: Perform manpower and materials estimates for job orders. [SORM: 256.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: EVALUATEANTI_TERRORISM_PRGM

Description: Determine the adequacy of the command's anti-terrorism program, identify those areas in which improvements are required, and provide recommendations for such improvements to the Superintendent. [SORM: 262.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: EVALUATE_AVIATION_COURSES

Description: Ensure that courses are presented effectively and per the approved syllabus. [SORM: 229.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: EVALUATE_AVIATION_INSTRUCTORS

Description: Provide professional evaluation of instructors. [SORM: 229.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: EVALUATE_CIVILIAN_INJURY_CLAIMS

Description: Provide data, as appropriate, for the evaluation of injury compensation claims submitted to the Civilian Personnel Office. [SORM: 202.b.(21)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: EVALUATE_COURSE_INSTRUCTION

Description: Evaluate instruction within their department/group to ensure that each course is presented effectively and per the approved syllabus. [SORM: 267.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: EVALUATE_HRO_EFFECTIVENESS

Description: Evaluate the effectiveness and efficiency of
human resources programs at all levels of the organization, and provide the information needed to evaluate the effectiveness with which managers and supervisors are carrying out human resources program policy and requirements. [SORM: 217.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: EVALUATE LOSS PREVENTION PRGM

Description: Determine the adequacy of the command's loss prevention program, identify those areas in which improvements are required, and provide recommendations for such improvements to the Superintendent. [SORM: 262.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: EVALUATE NEW IDEAS AND TECHNIQUE

Description: Study and evaluate new ideas, techniques, and practices in industrial methods and processes for possible application to the substantive work programs of the Public Works Department in conjunction with engineering performance standards programs. [SORM: 258.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: EVALUATE PHYSICAL SECURITY PRGM

Description: Determine the adequacy of the command's physical security program, identify those areas in which improvements are required, and provide recommendations for such improvements to the Superintendent. [SORM: 262.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: EVALUATE_PW_DEPT_CONTROL_REPORTS
Description: Evaluate and disseminate control reports. [SORM: 257.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: EVALUATE_STAFF_PERFORMANCE

Description: Provide professional evaluation of and recommended performance ratings of staff personnel. [SORM: 287.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: EVALUATE_STUDENT_ACADEMIC_QUALS

Description: Evaluate students' academic qualifications for pursuing a specific sequence of study. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: EVAL_CONTRACT_SCOPE_AND_PERF

Description: Evaluate (contract) performance for needed changes in scope for future use, and request recommended changes to the Public Works Officer. [SORM: 256.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: EVAL_MIL_FAC_PROF_DEVELOP_PLANS

Description: Evaluate military faculty professional development plans for completeness and quality. [SORM: 288.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY
Name: EVAL_SERVICE_CONTRACT_INVOICE

Description: Evaluate invoices for correctness and compare against service reported each month, or at completion of job, to determine if the contractor has provided services being invoiced. [SORM: 256.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: EXECUTE_MANAGING_TO_PAYROLL

Description: Be responsible for Managing to Payroll plans, executions, and controls. Prepare monthly and annual reports to the Major Claimant. [SORM: 216.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: EXEC_ADG_SECURITY_TRAINING_PRGM

Description: Execute the command ADP Security Training Program. [SORM: 279.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADG_SECURITY_PROGRAM

Name: EXERCISE_NPS_RESPONSIBILITIES

Description: Exercise full line responsibilities under the Superintendent for all Naval Postgraduate School functions other than those involving military operations and logistics, and naval area coordination. In the absence of the Superintendent, act on all school matters not reserved by law or regulation to the next senior Naval officer of the command. [SORM: 210.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Subordinates: CHAIR_NPS_PLANNING_BOARD
SIGN_ACADEMIC_BY_DIRECTION
Name: EXERCISE_SAFETY_CONTROL
Description: Exercise control over the safety of personnel, including the safe operation of all machinery, equipment, and materials. [SORM: 287.b.(19)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: FACILITATE_FREE_EX_OF_RELIGION
Description: Facilitate the free exercise of religion for all. [SORM: 266.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: FACILITATE_MEDIA_HANDBOUTS
Description: Facilitate the preparation, clearance, and transmittal of copy originated within the command for media representatives, upon request. [SORM: 242.b.(14)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: FACILITATE_PHYS_SEC_REVW_COM
Description: Serve as facilitator of, and be responsible for, minutes and records of the NPS Physical Security Review Committee. [SORM: 262.b.(9)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: FINANCIALLY_CONTROL_JOB_ORDERS
Description: Exercise financial control of job orders. [SORM: 257.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: FOLLOW_UP_MCR_WEAKNESSES

Description: Ensure that corrective actions of material weaknesses identified during Material Control reviews (MCR) are accomplished, with info copies provided to the Chief of Naval Operations (CNO). [SORM: 205.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: FORMULATE_ACADEMIC_POLICIES

Description: Formulate and implement academic policies consistent with accreditation standards. [SORM: 210.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: FORMULATE_CURRICULA_CONTENT

Description: Formulate curricula content along with educational resources to most effectively serve the curricula. [SORM: 209.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DEVELOP_CURRICULAR_PROGRAMS

Expected Effects:

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Name: FORMULATE_NPS_BUDGET

Description: Formulate the NPS budget. [SORM: 216.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: COMPTROLLER

Name: FOSTER_FACULTY_PARTICIPATION
Description: Foster faculty participation in the development of new courses and programs. [SORM: 236.b.(2)(b)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: FOSTER_SAFETY_AWARENESS
Description: Foster personal safety awareness at all levels of the School through appropriate promotional methods and channels of communication. [SORM: 202.b.(14)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: GRADUATION_COORDINATOR
Description:
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PROGRAMS_AND_PLANS
Subordinates: SCHEDULE_GRADUATION
COORDINATE_ACADEMIC_AWARDS
ORGANIZE_GRADUATION_REHEARSAL
MONITOR_BIENNIAL_CURRIC_REVCIEWS
SUPPORT_VISITING_SPONSORS
ACT_AS_CODE_03_SUPPLY_REP
ROUTE_AND_FILE_CODE_03_MESSAGES

Name: HANDLE_ADMISSIONS_CORRESPONDENCE
Description: Handle external correspondence dealing with admissions requirements, procedures, and counseling. [SORM: 285.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ADMISSION_RCRD_PROCESS
Name: HANDLE_DEPT_FUNDING_PROPOSAL

Description: Handle all proposals for funding in the academic departments (reimbursable research and academic support including short courses, conferences and curriculum development). [SORM: 289.b.(11)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: HELP_CURRIC_RVWS_OF_CIV_INST_PRG

Description: Participate in curricular reviews of civilian institution fully funded graduate education programs in coordination with the Dean of Students and Director of Programs. [SORM: 287.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: HELP_DEVELOP_NEW_CURRICULA

Description: Participate with the Dean of Students and Director of Programs in the development of new curricula. [SORM: 286.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: HELP_DEVELOP_RESEARCH_PROGRAMS

Description: Together with the Dean of Research, plan and encourage the development of research programs. [SORM: 285.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: HELP_FOREIGN_STUDENT_CHECKIN

Description: Prepare necessary paperwork for NPS check-in/out. [SORM: 230.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL PROGRAMS

Name: HELP_MAKE_DISASTER_RECOV_POLICY

Description: Participate in Command Disaster Recovery and Contingency Planning policy development and program implementation. [SORM: 279.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER ADP SECURITY PROGRAM

Name: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Description: Function as an assistant (to the Director of Military Operations) in the provision of non-academic services and support to the command and in the management of the Military Operations Directorate. [SORM: 241.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE NPS NON ACADEMIC SUPPORT

Subordinates: CHAIR_SPACE_ALLOCATION_COMMITTEE
SERVE_AS_SENIOR_WATCH_OFFICER
ACT_AS_NFCU_LIAISON_OFFICER
LIAISON_WITH_NTCC
LIAISON_WITH_DENTAL
LIAISON_WITH_NAVMEDADMIN
PROVIDE_FUNERAL_DETAILS_UPON_REQ
MANAGE_MAA_FORCE
COORDINATE_NPS_COLOR_GUARD
SUPERVISE_COMMAND_UrinaLAYS

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Name: HELP_SELECT_AND_TRAIN_FACULTY

Description: Participate in faculty selection, orientation, and development, including military faculty. [SORM:
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: HRO_DIRECTOR

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Subordinates: PROVIDE_HUMANRESOURCE_SERVICES
RELATE_POLICY_AND_MANNING_NEEDS
MAINTAIN_MANNING_INFO_SYSTEM
PRODUCE_EFFECTIVE_MANNING_PRGMS
DEVELOP_HRO_STAFF_AND_TRAIN_ALL
COMMUNICATE_HRO_GOALS
EVALUATE_HRO_EFFECTIVENESS
CONDUCT_HRO_PLANNING
PREPARE_HRO_BUDGETS
SIGN_HRO_BY_DIRECTION
PROVIDE_HUMAN_GOALS_TRAINING
MAINTAIN_EEO_PROGRAM
SUPERVISE_8_HRO_FUNCTIONS

Name: IDENTIFY HOUSING FACILITIES_REQS

Description: Identify housing facilities requirements, and
the means for meeting possible deficiencies. [SORM:
254.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: ID_PROP_TO_BE_PROTECTED

Description: Identify the real property, structures, and
assets, by priority, to be protected. [SORM:
262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ID_RESRCSTO_IMPLEMENT_PHYS_SEC
Description: Determine and identify the necessary resources to implement effective Physical Security and Loss Prevention Programs. [SORM: 262.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ID_RESTRICTED_areas_AND_DESIG

Description: Identify restricted areas and ensure such areas are properly designated. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: IMPLEMENT_CODE_03_ADMIN

Description: Monitor and implement all administrative matters for the Students and Programs Directorate. [SORM: 225.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: IMPLEMENT_EEO_POLICIES

Description: Interpret and locally implement Equal Employment Opportunity (EEO) policies. [SORM: 206.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_EEO_PROGRAM

Subordinates: PROVIDE_EEO_POLICY_LEADERSHIP
PARTICIPATE_IN_EEO_DEVELOPMENT
DEVELOP_AEPP_AND_FEOPP
VERIFY_EEO_COMPLIANCE
MANAGE_DISCRIMINATION_COMPLAINTS
SELECT_EEO_PERSONNEL
ENSURE_EEO_OBJECTIVES_MET
PREPARE_EEO_BUDGET
SIGN_EEO_BY_DIRECTIONS
SERVE_AS_EEO_REPRESENTATIVE

Name: IMPLEMENT_HAZARD_REPORTING
Description: Implement a hazard reporting system that provides employees with a method of reporting unsafe or unhealthy working conditions. [SORM: 202.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPLEMENT_RESEARCH_ADMIN_POLICY
Description: Implement policies governing administration of research at NPS. [SORM: 289.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: IMPLEMENT_RESEARCH_QA_MONITOR
Description: Develop and implement an effective program to maintain and monitor high research quality. [SORM: 289.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: IMPLEMENT_SAFETY_REQUIREMENTS
Description: Ensure that safety and occupational health requirements are identified and implemented into all workplace operations, planning, and design efforts. [SORM: 202.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPLEMENT_SCHOOL_WIDE_IRM_POLICY
Description: Implement policies regarding school-wide computing and information services. [SORM: 275.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM
Name: IMPLEMENT_STAFF_DEVELOPMENT_PRGM
Description: Develop and implement personnel development programs for all staff members assigned to the department. [SORM: 286.b.(10)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: IMPLEMENT_WORKPLACE_MONITORING
Description: Implements the workplace monitoring (industrial hygiene) program. [SORM: 202.b.(5)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPROVE_SAFETY_PROGRAMS
Description: Initiate program improvement actions as a result of causal factor studies and analysis. [SORM: 202.b.(9)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPROVE_TEACHING_AND_INSTRUCTION
Description: Ensure all teaching and instruction at the School are improved on a continuing basis. [SORM: 280.b.(4)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: INFORM_ALL_AUDIENCES_ABOUT_NPS
Description: Actively keep the public, Navy, and national audiences informed of NPS activities, accomplishments, and contributions to the mission of the Navy and the Department of Defense. [SORM: 242.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Subordinates: STIMULATE_PUBLIC_INTEREST_IN_NPS
PREPARE_NEWS_RELEASES
FACILITATE_MEDIA_HANDBOUTS
ARRANGE_PRESS_INTERVIEWS
ANSWER_MEDIA_QUERIES
ANSWER_GENERAL_PUBLIC_QUERIES
MAINTAIN_SPEAKERS_BUREAU
OPERATE_NPS_HISTORICAL_EXHIBIT
PRODUCE_COMMAND_NEWSPAPER
LIAISON_WITH_THE_CLASSMATE_ED

Name: INFORM_PAO_OF_RELIGIOUS_ACTIVITY

Description: Keep the Public Affairs Officer informed of religious activities of public interest. [SORM: 266.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: INSPECT_FACILITIES_ANNUALLY

Description: Perform annual inspection of facilities and maintain records throughout the year for preparation of Annual Inspection Summary (AIS). [SORM: 258.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: INSTALL_AND_TEST_TELEPHONE_COMPS

Description: Install telephone system components, re-wire equipment, hook up power sources, and test installed systems. [SORM: 261.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: INSTALL_TELEPHONE_EQUIP_AND_WIRE

Description: Rearrange, move, and install telephone equipment, wiring, and cable. [SORM: 261.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: INSTRUCT_AVIATION_SAFETY

Description: Conduct aviation safety instruction which will qualify graduates to serve in squadron designated Aviation Safety Officer billets. [SORM: 200.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: INTEGRATE_BQ_REQMTS_INTO_PLANS

Description: Ensure that the BQ requirements are integrated into the Naval Postgraduate School maintenance plan. [SORM: 259.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: INVENTORY_PERSONAL_EFFECTS

Description: Act as the Inventory of Personal Effects Officer in cases of missing, deceased, or seriously ill personnel. [SORM: 248.b.(7)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_THE_PERSONAL_PROP_PRGM

Name: INVESTIGATE_GOVT_LOSSCLAIMS

Description: Investigate claims for loss or damage to shipments, vehicles, or goods on Government property. Report findings to the Staff Judge Advocate as adjudicating authority. [SORM: 248.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: INVESTIGATE_NEW_INFO_SCIENCES
Description: Investigate new or impending processes in the field of information science with a view toward their eventual importation into the Dudley Knox Library. [SORM: 277.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: JUSTIFY_FUNDING_SPECIAL_PROJECTS

Description: Review, recommend, and justify funding of special maintenance, alterations, and repair projects when need is indicated by recurring or costly maintenance experience. [SORM: 258.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: KEEP_ACAD_REGISTRATION_RECORD

Description: Supervise and be responsible for the maintenance of academic records of all students who have registered in courses for credit at NPS. [SORM: 282.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: MAINTAIN_STUDENT_REG_DATA
ADMINISTER_NPS_REG_POLICIES
ADMINISTER_ENROLLMENT_DATA_PROCS
DIST_QTRLY_TRANSCRIPTS
PROVIDE_QRTLY_USN_GRAD_REPORT
PROVIDE_REPORTS_TO_AUTH_REQUESTS
PROCESS_ACADEMIC_CREDIT_RECORDS
PROVIDE_TRANSCRIPTS_AS_REQUIRED
MAINTAIN_TRANSCRIPTS_FROM_OTHERS

Name: KEEP_AVIATION_COURSE_UP_TO_DATE

Description: Maintain familiarity with related activities at civilian educational institutions and technical and industrial organizations in order that curricula and courses may be kept abreast of educational and technical advances. [SORM: 229.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: KEEP_COURSES_UP_TO_DATE

Description: Insure that courses offered are up to date and meet the needs of the curricula. [SORM: 287.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: KEEP_ENL_GALLEY_FOOD_SUPPLIES

Description: Ensure that the Enlisted Galley is at all times adequately supplied with food items in sufficient quantities to meet normal operating requirements. [SORM: 250.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: KEEP_HOUSING_ASSIGNMNT_PLAN_LIST

Description: Establish and maintain planning lists for the assignment of Government quarters. [SORM: 254.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: KEEP_HOUSING_ASSIGNMNT_WAIT_LIST

Description: Establish and maintain waiting lists for the assignment of Government quarters. [SORM: 254.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: KEEP_PROF_OBJ_FOR_CURRIC_PRGM

Description: Work with faculty and staff to develop and maintain a current statement of professional objectives for each curricular program under their purview. [SORM: 236.b.(2)(a)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: KEEP_STD_MONITORING_PROCEDURES

Description: Develop and maintain standard procedures for monitoring the adherence of each program to both professional and academic requirements. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: LEGALLY_ADVISE_SUPERINTENDENT

Description: Advise the Superintendent on the legal aspects of the School's business and military administrative laws. [SORM: 203.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: LIAISON_FORT_ORD_COMMUNITY_SRVCS

Description: Maintain liaison with the Fort Ord Community Services Office. [SORM: 267.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_ADVOCACY_PRGM

Name: LIAISON_FOR_MUTUAL_SECURITY

Description: Ensure liaison concerning mutual security responsibilities is maintained with federal and civil agencies and other military activities. [SORM: 262.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY
Name: LIAISON_FOR TELEPHONE NEEDS

Description: Interface with departments/tenants in identifying telephone requirements and providing the most satisfactory and economical service. [SORM: 261.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: LIAISON_OFFICIAL_GUESTS

Description: Act as liaison for official guests of the Superintendent for transportation, accommodations (especially special guest quarters), and other arrangements, as required. [SORM: 201.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: LIAISON_PW_AND_SERVICED_ACTIVITY

Description: Act as liaison between the Public Works Department and serviced activities. [SORM: 253.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: LIAISON_PW_PROGRAM_BQ_MAINT

Description: Maintain constant liaison with the Public Works Office on programming maintenance and improvement of the BQ and its grounds. [SORM: 269.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: LIAISON_PW_WITH_HRO

Description: Maintain necessary liaison with the Human Resources Office. [SORM: 257.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: LIAISON_WITH_BUPERS

Description: Maintain direct liaison with the Chief of Naval Personnel (BUPERS), and appropriate assignment/placement officers concerning routine duty under instruction officer status changes. [SORM: 200.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: LIAISON_WITH_DENTAL

Description: Liaison with the Head, Branch Dental Clinic, NAVPSCOL on the provision of dental services. [SORM: 240.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: LIAISON_WITH_DPPSO

Description: Act as liaison with the Defense Publishing and Printing Service Office, Oakland, and the local branch. [SORM: 228.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: LIAISON_WITH_LOCAL_RELIGIOUS_GRP

Description: Maintain liaison with local religious groups in order to develop public awareness of NPS religious activities. [SORM: 266.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: LIAISON_WITH_MILITARY_FACULTY

Description: Act as the principal liaison with the Dean of
Studies and Director of Programs for military instructors and as the academic coordinating office for their assignment. [SORM: 211.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Name: LIAISON_WITH_MILITARY_SPONSORS

Description: Work with military sponsors and consultants to define pertinent Navy and DoD needs for advanced education, and delineate the projected utilization of each program's graduates. [SORM: 236.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: LIAISON_WITH_NAVFINCEN

Description: Perform necessary liaison with the Navy Regional Finance Center, Washington, D.C. on all accounting matters relating to funds accounted for by NPS. [SORM: 216.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: LIAISON_WITH_NAVMEDADMIN

Description: Effect liaison with the Officer-in-Charge, Naval Medical Administrative Unit, Monterey on the provision of medical services. [SORM: 240.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: LIAISON_WITH_NAVAL_AUDIT_SERVICE

Description: Perform liaison with the Navy Audit Service for audits that concern accounting and the use of public funds, and prepare responses. [SORM: 216.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: COMPTROLLER

Name: LIAISON_WITH_NTCC

Description: Liaison with the Officer-in-Charge, Naval Telecommunications Center, Monterey on the provision of communications services. [SORM: 240.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: LIAISON_WITH_NTCC_FOR_MESSAGES

Description: Maintain liaison with NTCC, Monterey and ensure the correct routing of incoming message traffic, the expeditious dispatch of outgoing message traffic, and verify the authority/signatures of command message releasers. [SORM: 243.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LIAISON_WITH_PAO

Description: Maintain liaison with the command's Public affairs Officer (PAO) to ensure that proposed press releases which could contain classified information are referred for security review. [SORM: 243.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LIAISON_WITH_PROGRAM_MANAGERS

Description: Maintain direct liaison with other services' postgraduate education program managers and the international student program manager concerning routine requirements, curriculum content, and curriculum establishment. [SORM: 200.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Expected Effects:
<table>
<thead>
<tr>
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<td>create</td>
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<tr>
<td>GENERIC_BUDGET</td>
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<tr>
<td>NPS_PLAN</td>
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<td>GENERIC_NPS_STUDENT</td>
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<tr>
<td>NPS_PROGRAM</td>
<td>create</td>
</tr>
<tr>
<td>AGREEMENT</td>
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</tr>
</tbody>
</table>

Name: LIAISON_WITH_PSD

Description: Liaison with the Officer-in-Charge, Personnel Support Detachment, Monterey on the provision of personnel services. [SORM: 240.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_PSD_MONTEREY

Name: LIAISON_WITH_SSO

Description: Maintain liaison with the command Special Security Officer (SSO) concerning investigations, access to sensitive compartmented information, continuous evaluation of eligibility, and changes to information and personnel security policies and procedures. [SORM: 243.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LIAISON_WITH_THE_CLASSMATE_ED

Description: Maintain liaison with the editor of THE CLASSMATE with respect to pertinent public affairs matters. [SORM: 242.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: LIAISON_WITH_WASC

Description: Serve as liaison to the Western Association of Schools and Colleges. [SORM: 289.b.(12)(g)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: LIMIT_ACCESS_TO_NEED_TO_KNOW

Description: Ensure that access to classified information is limited to those with a need to know. [SORM: 243.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LOCALLY_REPRESENT_USMC

Description: Represent the Marine Corps as the senior USMC officer on duty in the Monterey Bay area on those occasions when such representation is required. [SORM: 231.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: MAINTAIN_ACAD_SPACE_SCHED

Description: Maintain a schedule of use for academic facilities and space. [SORM: 284.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: MAINTAIN_ANNUAL_CMD_EVAL_PLAN

Description: Develop and maintain an annual command evaluation plan of the Naval Postgraduate School as approved by the Superintendent. The plan includes reviewing and ensuring quality assurance of the Management Control Program and is subject to change during the year by the Superintendent. [SORM: 218.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: MAINTAIN_AOB_STATISTICS
Description: Maintain statistical information concerning student input, output, and Average On Board (AOB) data. [SORM: 227.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: MAINTAIN_ARMY_PUB_FILE

Description: Maintain a file of Army publications for use by Army officer students and faculty as necessary. [SORM: 232.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: MAINTAIN_ASSESSABLE_UNIT_LIST

Description: Establish and maintain a database for the inventory of assessable units. [SORM: 205.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: MAINTAIN_AVIATION_LIAISON

Description: Maintain liaison with CNO, CMC, and the Naval Safety Center on matters relating to Aviation Safety.

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: MAINTAIN_AV_CUSTODY

Description: Maintain custody and report NAVASYSCOM Inventory of all Visual Information materials and equipment. [SORM: 228.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

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Name: MAINTAIN_BQ_STANDARDS

Description: Ensure, by close supervision, optimum standards of appearance, maintenance, cleanliness and good order are observed in the BQ. [SORM: 269.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: MAINTAIN_CORRESPONDENCE_TICKLER

Description: Maintain, track, and publish the weekly Command Correspondence Tickler. [SORM: 246.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: MAINTAIN_CURRENT_CURRICULA

Description: Ensure, through periodic reviews, that stated objectives for each curriculum are current and reflect the military educational requirements of the various sponsors. [SORM: 220.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

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Name: MAINTAIN_CURRICULA_IN_LIAISON

Description: Function in liaison with the Academic Associates to maintain curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. [SORM: 235.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRICULAR_OFFICER_PROGRAM_DUTY
Name: MAINTAIN_DRIVERTRAINING_PRGM
Description: Maintain the driver training program. [SORM: 255.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: OVERSEE_TRANSPORTATIONSHOP_OPS

Name: MAINTAIN_EEO_PROGRAM
Description: Maintain a viable Equal Employment Opportunity Program. [SORM: 200.b.(19)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: HRO_DIRECTOR
Subordinates: IMPLEMENT_EEO_POLICIES

Name: MAINTAINEXTERNAL_ADPCONTACTS
Description: Develop and maintain contacts with similar activities at educational institutions and industrial and governmental organizations to keep abreast of advances in the computer field. [SORM: 276.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTER_CENTER

Name: MAINTAINEXTERNAL_LIBCONTACTS
Description: Develop and maintain contact with other libraries (academic, industrial, and public) in order to establish a basis for mutually beneficial cooperation. [SORM: 277.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_LIBRARYAND_INFOSERVICE

Name: MAINTAIN_EXT_RESEARCH_CONTACTS
Description: Establish and maintain contacts with Navy resource sponsors, with other DoD research and development communities, with the National Science Foundation, and with other agencies engaged in research. [SORM: 289.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: MAINTAIN_FACILITY_HISTORY_RECORD

Description: Analyze and maintain facility history records.
[SORM: 258.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: MAINTAIN_FACULTY_STANDARDS

Description: Maintain high performance standards of the faculty.
[SORM: 210.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: MAINTAIN_FOOD_SERVICES_SPACES

Description: Be responsible for the maintenance and sanitary conditions of all food service spaces, equipment, and utensils.
[SORM: 250.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: MAINTAIN_FOOD_SERVICE_RECORDS

Description: Maintain all required records and forms, and submit reports and returns in a timely manner.
[SORM: 250.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: MAINTAIN_FOREIGN_TRAVEL_RECORDS

Description: Maintain records of command member's foreign

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travel to designated countries and/or personal contact
with personnel from designated countries. [SORM:
243.b.(20)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: MAINTAIN_LIAISON_WITH_ARMY_HQ

Description: Maintain appropriate liaison with the
Headquarters, Department of the Army (HQDA), U.S. Army
Total Personnel Command, and U.S. Army Student
Detachment, Fort Benjamin Harrison, for academic and
administrative matters for all Army students and
faculty. [SORM: 232.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: MAINTAIN_LIAISON_WITH_USAF_CMDS

Description: Maintain appropriate liaison with the U.S. Air
Force Element Schools, the Air Force Institute of
Technology, and Operating element A of the 323rd
Mission Support Squadron, Presidio of Monterey, for
Air Force officer students and faculty. [SORM:
233.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: MAINTAIN_LIAISON_WITH_USMC_HQ

Description: Maintain appropriate liaison with U.S. Marine
Corps Headquarters, the Marine Corps Combat Development
Command, and the Marine Corps Administration
Detachment, Presidio of Monterey. [SORM: 231.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: MAINTAIN_LIAISON_WITH_LOCAL_MEDIA

Description: Maintain direct liaison with local area media
representatives. [SORM: 242.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Name: MAINTAIN_LIAISON_WTH_MIL_ACTS

Description: Maintain liaison with other naval and military activities, including reserve components, on the Monterey peninsula. [SORM: 242.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: MAINTAIN_LOGISTIC_SUPPORT_PLAN

Description: Maintain a current Logistics Support and Mobilization Plan. [SORM: 200.b.(20)]

Type: Process
Repetitive
Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: MAINTAIN_LOSS_PREVENTION_PRGM

Description: Develop and maintain an NPS Loss Prevention Program and supporting loss prevention plan. [SORM: 262.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_LOSS_RECORDS

Description: Establish and provide for maintenance of records relating to losses of government and personal property, violations and breaches of physical security measures and procedures. [SORM: 262.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_MANNING_INFO_SYSTEM
Description: Establish and maintain a manpower information system to provide timely and appropriate information on human resources, pertinent statistical data, and prepare and submit various civilian personnel reports as required. [SORM: 217.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: MAINTAIN_MISHAP_RECORDS

Description: Maintain complete and accurate records on the mishap, injury, and occupational illness experience of the School, and fulfill the reporting requirements by submitting necessary reports to the Naval Safety Center. [SORM: 202.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MAINTAIN_MOTOR_VEHICLE_ACC_PREV

Description: Maintain the motor vehicle accident prevention program. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: MAINTAIN_NITRAS_RECORDS

Description: Maintain necessary records to ensure accurate maintenance of the Navy Integrated Training Resources and Administrative System. [SORM: 200.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_CNO ADVISED

Expected Effects:

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Expected Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMATED_INFO_SYSTEM_RESOURCE</td>
<td>create</td>
</tr>
<tr>
<td>GENERIC_INSTRUCTION_CAPABILITY</td>
<td>create</td>
</tr>
<tr>
<td>NPS_PROGRAM</td>
<td>create</td>
</tr>
</tbody>
</table>

324
Name: MAINTAIN_NPS_PHYSICAL_SEC_PLAN

Description: Develop and maintain a current NPS Physical Security Plan. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_NPS_RESEARCH_CAPABILITY

Description: Maintain a viable Navy-related research capability at NPS to support student and Navy research requirements. [SORM: 200.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Description: Maintain the telephone systems for the command and its reimbursable customers. [SORM: 261.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Subordinates: PERFORM_ON_SITE_TELEPHONE_REPAIR
INSTALL_TELEPHONE_EQUIP_AND_WIRE
INSTALL_AND_TEST_TELEPHONE_COMPS
PROVIDE_PHONE_TECH_EXPERTISE
LIAISON_FOR_TELEPHONE_NEEDS
REVIEW_TELCO_PROPOSALS

Name: MAINTAIN_OFFICER_ACADEMIC_RECORD

Description: Maintain academic records of all officers. [SORM: 104]

Maintain a data base of Academic Profile Codes, transcript abstracts and Graduate Record Exam results. [SORM: 200.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: MAINTAIN_PERSONNEL_ID_AND_ACCESS
Description: Develop and maintain the personnel identification and access control systems as required. [SORM: 262.b.(5)]

Type: Process
       Not Repetitive
       Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_PRGM_OBJ_AND_SKILL_RQMTS

Description: Maintain liaison with the primary consultant to develop and maintain a timely statement of professional objectives and skill requirements for each curricula program under their purview. [SORM: 223.b.(3)]

Type: Process
       Not Repetitive
       Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: MAINTAIN_PUB_ISSUE_RECORDS

Description: Maintain records of publications issued to and returned by authorized personnel. [SORM: 277.b.(6)]

Type: Process
       Not Repetitive
       Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: MAINTAIN_PW_COMP_SYS_OS

Description: Load, maintain, troubleshoot, and optimize the operating systems on all departmental hardware. [SORM: 260.b.(3)]

Type: Process
       Not Repetitive
       Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: MAINTAIN_PW_FUNCTION_COST_DATA

Description: Establish and maintain various data bases for supplying data to management concerning costs, labor, and material of public works functions. [SORM: 258.b.(13)]

Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: MAINTAIN_RELEVANT_COURSE_CONTENT

Description: Maintain relevant course content [in curricula] [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: MAINTAIN_SAFETY_LIAISON

Description: Maintain liaison with managers, supervisors, and planning and design officials on the adequacy of operating procedures, tools, facilities, designs, plans, and specifications from the safety and occupational health standpoint. [SORM: 202.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MAINTAIN_SPEAKERS_BUREAU

Description: Maintain a speakers' bureau composed of staff, faculty, students, and members of tenant activities. [SORM: 242.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: MAINTAIN_STUDENT_REG_DATA

Description: Prepare and maintain the data for student registration for credit in courses and all academic records. [SORM: 282.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: MAINTAIN_STUDENT_STATISTICS

Description: Maintain average on board (AOB) statistics and current prospective rotation dates (PRD) on students.

327
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Name: MAINTAIN_SUPS_FUNDS_RECORDS
Description: Maintain memorandum records for all funds assigned to the Superintendent, ensure all financial documents are obligated in the official accounting system, and issue fund status reports on a regular basis. [SORM: 216.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: MAINTAIN_TECH_PLANT_FILES
Description: Maintain technical plant files and records. [SORM: 259.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: MAINTAIN_THE_DRIVER_TEST_PROGRAM
Description: Maintain the driver test program. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: MAINTAIN_TRANSCRIPTS_FROM_OTHERS
Description: Receive transcripts from other schools and maintain the depository for authorized access. [SORM: 282.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD
Name: MAINTAIN_USAF_PUB_FILE

Description: Maintain a file of Air Force publications and provide information boards for use by Air Force faculty and officer students. [SORM: 233.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: MAINTAIN_USMC_PUB_FILE

Description: Maintain a file of USMC and Marine Corps Combat Development Command publications for use by Marine Corps officer students and other officers as necessary. [SORM: 231.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: MAKE_CHANGE_RECOMMENDATIONS

Description: Make recommendations to higher authority regarding such changes in academic, facilities, funding, and logistic requirements necessary for effective accomplishment of assigned mission and functions. [SORM: 200.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_CNO ADVISED

Subordinates: RECOMMEND_ACADEMIC_CHANGES
RECOMMEND_FACILITIES_CHANGES
RECOMMEND_FUNDING_CHANGES
RECOMMEND_LOGISTIC_CHANGES

Name: MAKE_CIV_INST_CURRIC_RECS

Description: Make recommendations, as appropriate, concerning curriculum content and educational resources which should be used to most effectively serve the curricula, and coordinate the conduct and reporting of biennial curricular reviews of the Civilian Institution Programs. [SORM: 223.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM
Name: MAKE_FACULTY_AVAILABLE
Description: Make faculty available to work in or serve as advisors to operational commands, laboratories, system commands, and headquarters activities of the Navy and Marine Corps. [SORM: 200.b.(27)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: MANAGE_ADMIN_AND_GIVE_ADVICE
Description: Function as an assistant, manage the Administrative Office, and provide technical guidance to the NPS staff on the preparation of correspondence and directives and other areas of Navy Administration. [SORM: 246.a.]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS
Subordinates: MANAGE_THE_ADMINISTRATIVE_OFFICE
ADMINISTER_TAD_AND_LEAVE_ORDERS
PROVIDE_INFO_ON_RECORDS_DISPOSAL
SERVE_AS_ADMIN_DIV_OFFICER
ACT_AS_OFFICIAL_MAIL_CNTRL_OFFCR
SUPERVISE_STUDENT_GUARD_MAIL_CTR
SUPERVISE_METERED_MAIL_ROOM
MAINTAIN_CORRESPONDENCE_TICKLER
SIGN_ADMIN_MATRS_BY_DIRECTION

Name: MANAGE_ADMIN_AND_MIL_PERS_SERVCS
Description: Function as an assistant for the management of the administrative and military personnel services of the command and tenant activities. [SORM: 245.a.]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT
Subordinates: MANAGE_ADMIN_AND_GIVE_ADVICE
SUPERVISE_ADMIN_RESPONSIBILITIES
COORDINATE_PSD_MONTEREY
SUBMIT_BASEREP_ANNUALLY
SIGN_ADMIN_MATTERS_BY_DIRECTION

Expected Effects:
Entity Type | Expected Actions
Name: MANAGE_ALUMNI_PROGRAMS

Description: Manage the School's program for alumni, including continuing education and feedback surveys. [SORM: 280.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: MANAGE_ASSIGNED_03_RESOURCES

Description: Manage assigned resources. [SORM: 223.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: MANAGE_CODE_06_RESOURCES

Description: Serve as position manager and resource manager for all codes within the office. [SORM: 280.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: MANAGE_COMMAND_GOVT_HOUSING

Description: Function as an assistant for the administration of Command Government Housing. [SORM: 254.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: RECOMMEND_HOUSING_USE_POLICY
IDENTIFY_HOUSING_FACILITIES_REQS
REC_HOUSING_ELIGIBILITY_REGS
RECOMMEND_HOUSING_RENT_CHARGES
KEEP HOUSING_ASSIGNMNT_PLAN_LIST
KEEP HOUSING_ASSIGNMNT_WAIT_LIST
CONDUCT QUARTERS_INSPECTIONS
COORDINATE TENANT WORK REQUESTS

Name: MANAGE_COMMAND_PHYSICAL_SECURITY
Description: Plan, manage, implement, and direct the command's physical security program, to include developing and maintaining comprehensive physical security instructions and regulations. [SORM: 262.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_COMPUTER_CENTER
Description: Manage the Computer Center in serving the computing needs of the school. [SORM: 276.a.]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM
Subordinates: CONTROL_AND_SUPERVISE_CC_RSRC
RECRUIT_ADP_PERSONNEL
PLAN_ADP_PROCUREMENT
SUBMIT_ACAD_ADP_BUDGET_COST_EST
MAINTAIN_EXTERNAL_ADP_CONTACTS

Name: MANAGE_COMPUTING_AND_IRM
Description: Serve as principal assistant in all matters concerning the planning for and management of computing and information management resources. [SORM: 275.a.]
Oversee the functions and operations of the Dudley Knox Librarian, the Director of Academic Computing Services, the Director of Management Information Systems, and the ADP Security Officer. [SORM: 275.a.]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT
Subordinates: MONITOR_NPS_COMPUTING_INFO_SRVCS
IMPLEMENT_SCHOOL_WIDE_IRM_POLICY
ADMINISTER_COMP_IMPROVE_RSRC
ACT AS CODE 05_POSITION_MANAGER
ACT_AS_CODE_05_RESOURCE_MANAGER
REC_CODE_05_ASSOCIATE_DEANS
SUPERVISE_ACADEMIC_COMPUTING
SUPERVISE_LIBRARY
SUPERVISE_MIS_ACTIVITIES
SUPERVISE_ADG_SECURITY_OFFICER
ADMINISTER_ADG_LIFE_CYCLE_PRGM
ADMINISTER_ADG_SECURITY_PROGRAM
ADMINISTER_COMPUTER_INTEGRATION
SERVE_ON_PLANNING_BOARD
SERVE_AS_EXEC_SEC_OF_IRMEB
CHAIR_CAB
CHAIR_LIBRARY_COUNCIL
MANAGE_COMPUTER_CENTER
PROVIDE_LIBRARY_AND_INFO_SERVICE
ADMINISTER_ADMIN_COMPUTING
SERVE_AS_ADG_TECHNICAL_AUTHORITY

Expected Effects:

<table>
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<tr>
<th>Entity Type</th>
<th>Expected Actions</th>
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</thead>
<tbody>
<tr>
<td>AUTOMATED_INFO_SYSTEM_Resource</td>
<td>create</td>
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<tr>
<td>GENERIC_BUDGET</td>
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<tr>
<td>ORGANIZATION</td>
<td>create</td>
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<tr>
<td>LOCATION</td>
<td>create</td>
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<tr>
<td>GENERIC_GUIDANCE</td>
<td>create</td>
</tr>
<tr>
<td>GENERIC_FUND</td>
<td>create</td>
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<tr>
<td>FACILITY</td>
<td>create</td>
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<tr>
<td>AGREEMENT</td>
<td>create</td>
</tr>
</tbody>
</table>

Name: MANAGE_CONTROLS_DIVISION

Description: Function as an assistant in the management and supervision of specified programs, including contracting for supplies and services, the requisitioning of materials, and invoice processing. [SORM: 249.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY DEPARTMENT

Subordinates: ADVISE_SUPO_CONTROL_DIV_WORKLOAD
ACT_AS_A_CONTRACTING_OFFICER
SUPERVISE_MATERIAL_ISSUE_CONTROL
PROVIDE PROCUREMENT_CONTRACT_SRV
SUPERVISE_MATL_RECEIPT_CONTROL
ANALYZE_CONTRACT_STATS
MONITOR_SPEC_PRGM_ACQUISITIONS
SERVE_AS_SUPPLY_DIVISION_OFFICER

Name: MANAGE_CURRIC_OFFICE_RESOURCES

Description: Responsible for management of resources which directly support the curricular office. [SORM: 235.2(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: MANAGE_DISCRIMINATION_COMPLAINTS

Description: Manage the discrimination complaint process, take action to expedite complaint processing and/or resolutions, seeking assistance of the CNO (N-09BF) where necessary; submit required reports to the CNO and the Office of Civilian Personnel Management. [SORM: 206.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: MANAGE_DRUG_FREE_WORKPLACE_PRGM

Description: Manage the Drug Free Work Place Program to ensure required pre-employment and post-employment drug testing is conducted in accordance with the governing regulations. [SORM: 217.b.(11)(h)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Description: Function as an assistant for the management and development of service contracts, including development of Performance of Work Statements, estimating, and inspection of services provided by contractors. [SORM: 256.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: VERIFY_CONTRACT_WORK_REQUESTS
ESTIMATE_JOB_MANPOWER_AND_MATLS
PROVIDE_CONTRACT_INSPECT_PERSON
EVAL_CONTRACT_SCOPE_AND_PERF
DEVELOP_SERVICE_CONTRACT_QA_PRGM
EVAL_SERVICE_CONTRACT_INVOICE
UPDATE_FAR_FOR_SERVICE_CONTRACTA

Name: MANAGE_HAZARD_ABATEMENT_PLAN
Description: Develop and maintain a hazard abatement plan, coordinate actions and follow up to ensure that abatement projects are developed and executed to abate safety and occupational health deficiencies, and monitor status of abatement actions. [SORM: 202.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MANAGE_MAA_FORCE

Description: Manage the Master-at-Arms (MAA) force. [SORM: 244.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: MANAGE_MAINT_CONTROL_DIV

Description: Function as an assistant for the operation of a maintenance workload program, including work planning and estimating, inspection and development, and operation of the engineering performance standards program. [SORM: 258.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: SCREEN_AND_CLASSIFY_JOB_ORDERS
EST_MEN_AND_MATERIAL_FOR_JOBS
DETERMINE_NEED_FOR_ECON_ADVICE
PREPARE_CONTRACT_RFP_FOR_WORK
JUSTIFY_FUNDING_SPECIAL_PROJECTS
DEVELOP_INSPECTION_STANDARDS
MAINTAIN_FACILITY_HISTORY_RECORD
APPROVE_NORMAL_MAINT_JOB_ORDERS
EVALUATE_NEW_TECHNICAL_STANDARDS
ADAPT_NAVFACENGCOM_STANDARDS
ANALYZE_WORK_DATA_FOR_CHANGES
INSPECT_FACILITIES_ANNUALLY
MAINTAIN_PW_FUNCTION_COST_DATA
TRACK_NAVOSH_DEFICIENCIES
REC_NEW_WAYS_FOR_TASKS

Name: MANAGE_MATERIAL_DIVISION_PRGRMS

Description: Function as an assistant in the management and supervision of specified programs, including personal
property, property management, material receipt, 
storage, transportation, issue and disposal management, 
and claims investigations. [SORM: 248.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Subordinates: ADVISE_SUPO_OF_MAT_DIV_WORKLOAD
ENSURE_PROC_COMPLY_WITH_DIRS
OPERATE_PERSONAL_PROPERTY_PRGRM
SUPERVISE_READY_SUP_STORE_OPS
SUPERVISE_OFFICE_SUPPLY_ISSUE_RM
SUPERVISE_SHIPPING_AND_RECEIVING
INVESTIGATE_GOVT_LOSSCLAIMS
SUPERVISE_THE_PERSONAL_PROP_PRGRM
SUPERVISE_HAZMAT_CONTROL_PRGRM
PERFORM_FOOD_SERV_OFFCR_DUTIES

Name: MANAGE_NPS_ANTITERRORISM_PRGRM
Description: Plan, manage, implement, and direct the 
command's anti-terrorism program. [SORM: 262.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_NPS_LOSPREVENTION_PRGRM
Description: Plan, manage, implement, and direct the 
command's loss prevention program. [SORM: 262.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_NPW_LAW_ENFORCEMENT_PRGRM
Description: Plan, manage, implement, and direct the 
command's law enforcement programs. [SORM: 262.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_OFFCR_IN_CIV_INSTITUTIONS
Description: Supervise, administer, control, and monitor all
officers enrolled in fully-funded postgraduate education at civilian institutions and DoD institutions through the designated reporting and administrative senior officers. [SORM: 223.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: MANAGE_PROGRAMS_AND_PLANS

Description: Manage the administrative, facility, special project, and ADP requirements for the Students and Programs Directorate. [SORM: 224.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Subordinates: GRADUATION_COORDINATOR
              STUDENT_PROJECT_OFFICER
              DIRECTOR_EDUCATIONAL_MEDIA

Name: MANAGE_PW_DAY_TO_DAY_OPS

Description: Manage the daily operation and coordination of the organizational components of the Public Works Department. [SORM: 252.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: MANAGE_PW_ENG_DIV

Description: Function as an assistant for the maintenance of public facilities and utilities of the command. [SORM: 259.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: PROVIDE_SUPPORT_TO_MAINT_CONTROL
              PREPARE_FACILITY_MAINT_PLANS
              PREPARE_FACILITY_CONSTRUCT_PLANS
              PREPARE_SHORE_FACILITY_PRGM_PLAN
              PREPARE_PROJECT_DESIGN_AND_EST
              CONDUCT_SPEC_FIELD_ENG_STUDIES
              PROVIDE_PLANT_INV_REC_TECH_DATA
MAINTAIN_TECH_PLANT_FILES
OVERSEE_ENVIRONMENTAL_PROGRAM
PREPARE_TECH_REPORTS_AS_REQ

Name: MANAGE_REAL_PROPERTY

Description: Exercise real property management responsibilities for the Naval Postgraduate School proper, the NPS Annex, La Mesa Village public quarters housing project, the NPS Astro-Aero area, and the NPS beach area. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: PROVIDE_INPUTS_TO_NSIFPFS

Name: MANAGE_SSO_STAFF

Description: Manage Special Security Office staff. [SORM: 237.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: MANAGE_STUDENT_AND_CURRICULUM_ADMIN

Description: responsible for the administrative matters concerning curricula, students, and the military staff, as well as facility matters for the Students and Programs Directorate. [SORM: 225.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Subordinates: IMPLEMENT_CODE_03_ADMIN
ADMINISTER_03_MINOR_PROPERTY
COORDINATE_03_PW_REQUESTS
SERVE_AS_EVENT_ACTION_OFFICER
SERVE_AS_03_ADJP_ACTION_OFFICER
ACT_AS_03_SECURITY_ACTION_OFFCR
SERVE_AS_03_TRAINING_OFFICER
SERVE_AS_CODE_03_REP_TO_SAC
ASSIST_MAINTAIN_PHYS_RSRC_INV
ASSIST_GENERATE_FACILITIES_REQMT

Name: MANAGE_S_AND_OH_PROGRAM
Description: Plan, organize, direct, operate, and evaluate the School's S&OH Program. [SORM: 202.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MANAGE_THE_ADMINISTRATIVE_OFFICE

Description: Manage the NPS Administrative Office. [SORM: 246.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: MANAGE_THE_PW_SHOPS_DIVISION

Description: Function as an assistant for the direction and coordination of matters pertaining to the operations of the maintenance, utilities, and transportation branches, and as the liaison between the Public Works Department and serviced activities for the maintenance of utilities and transportation. [SORM: 255.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: MAINTAIN_NPS_TELEPHONE_SYSTEMS
PERFORM_FACILITIES_REPAIRS
PERFORM_FACILITIES_ALTERATIONS
PERFORM_OWN_FACILITY_CONSTRUCT
OPERATEUTILITY_PLANTS_AND_DISTR
CONDUCT_MAINTENANCE_INSPECTIONS
OVERSEE_TRANSPORTATION_SHOP_OPS
OPERATE_MECHANICAL_EQUIP_AND_SYS
OPERATE_NPS_BOILER_FULL_TIME

Name: MONITOR_BIENNIAL_CURRIC_REVIEWS

Description: Monitor the POA&M for biennial curricular reviews of all curricula, and track and manage the milestones to ensure each curriculum complies. [SORM: 226.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR
Name: MONITOR_FACULTY_TECH_IMPROVEMENT
Description: Monitor a program to insure that faculty remain current on Navy technology and procedures. [SORM: 287.b.(9)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: MONITOR_FOOD_SERV_CONTRACT_PERF
Description: Monitor mess attendant contractor performance and certify contract compliance. [SORM: 250.b.(8)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: MONITOR_HAZMAT_CONTROL_PROGRAM
Description: Monitor the hazardous material control program. [SORM: 247.b.(11)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: MONITOR_NPS_COMPUTING_INFO_SRVCS
Description: Develop an effective program for monitoring the quality of school-wide computing and information services. [SORM: 275.b.(1)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: MONITOR_OTHER_SAFETY_PROGRAMS
Description: Monitor the administration of other safety programs including, but not limited to, the following:
   (a) Laser Hazards Prevention Program;
   (b) Traffic Safety Program;
   (c) Ionizing Radiation Hazards Prevention Program;
   (d) Non-Ionizing Radiation Hazards Prevention Program; and,
(e) Hazardous Materials Control Program.
[SORM: 202.b.(23)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MONITOR_RESOURCE_USE

Description: Monitor resource use in accordance with approved program goals and plans. [SORM: 215.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: MONITOR_SPECIAL_CONTRACT_PRGMS

Description: Monitor progress and achievements in effecting special federal contracting programs such as those for small and minority businesses. [SORM: 247.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: MONITOR_SPEC_PRGM_ACQUISITIONS

Description: Monitor and ensure compliance with acquisition and distribution procedures relating to Automatic Data Processing Equipment (ADPE), Office Labor Saving Equipment, Excess Property, and other special programs. [SORM: 249.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: MONITOR_TRAFFIC_SAFETY_PROGRAM

Description: Monitor the implementation of the Traffic Safety Program, analyze investigation reports of motor vehicle mishaps, make recommendations for corrective actions to the Superintendent, and submit necessary reports to the Naval Safety Center. [SORM: 202.b.(20)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: OBTAIN_MIL_FACULTY_REPLACEMENTS

Description: Coordinate with the Dean of Students to obtain qualified replacements for rotating military faculty.
[SORM: 288.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: OPERATE_CLASSIFIED_MATERIALS_DIV

Description: Maintain and operate a Classified Materials Division encompassing classified research, development of documents and other classified publications, classified information retrieval, and on-line bibliographic search services. [SORM: 277.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Subordinates: CONDUCT_CLASSIFIED_RESEARCH
DEVELOP_CLASSIFIED_DOCS_AND_PUBS
RETRIEVE_CLASSIFIED_INFORMATION
SEARCH_ONLINE_CLASSIFIED_BIBLIOS

Name: OPERATE_IMPREST_FUND

Description: Operate the Imprest Fund. [SORM: 249.b.(4)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PROCUREMENT_CONTRACT_SRVCS

Name: OPERATE_MECHANICAL_EQUIP_AND_SYS

Description: Perform the mechanical operation of steam distribution systems, dynamic equipment, galley equipment, individual main boiler plants, refrigeration equipment, pumps, motors, sheet metal work, sewage lift stations, storm drainage systems, and welding. [SORM: 255.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: OPERATE_NPS_BOILER_FULL_TIME
Description: Operate the command's main boiler plant on a 24 hour basis. [SORM: 255.b(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: OPERATE_NPS_HISTORICAL_EXHIBIT
Description: Operate and maintain the NPS historical exhibit and museum area. [SORM: 242.b(11)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: OPERATE_PERSONALPROPERTY_OFFICE
Description: Operate the Personal Property Office. [SORM: 247.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: OPERATE_PERSONALPROPERTY_PRGRM
Description: Be responsible for the operation of the Personal Property Program to include:
(a) provide counseling services;
(b) arrange for the packaging, shipment, and delivery of household goods;
(c) provide loss and damage claims assistance and processing;
(d) ensure carrier assignment, documentation, quality control, inspection services and related reports. [SORM: 246.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS
Subordinates: PROVIDE_PERS_PROPERTY_COUNSELING
ARRANGE_HOUSEHOLD_GOOD_SHIPMENTS
PROCESS_PERS_PROPERTYLOSS_CLAIM

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SUPERVISEPROPERTY_CARRIERS

Name: OPERATE_PROPERTY_MANAGEMENT_BRCH
Description: Operate the Property Management Branch for tracking plant and minor property. [SORM: 247.b.(8)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: OPERATE_READY_SUPPLY_STORE
Description: Operate the Ready Supply Store. [SORM: 247.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: OPERATE_THE_ENLISTED_GALLEY
Description: Operate the Enlisted Galley. [SORM: 247.b.(8)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Subordinates: ASSIST_OPERATE_ENLISTED_GALLEY

Name: OPERATEUTILITY_PLANTS_AND_DISTR
Description: Operate utility plants and distribution systems, specifically heating, sewage system, and refrigeration plants, fixed pumping stations and substations, and water and steam distribution systems. [SORM: 255.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: ORGANIZE_GRADUATION_REHEARSAL
Description: Organize and schedule graduation rehearsal and accommodate guest speaker requirements. [SORM: 228.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: ORGANIZE_PORT_VISITS
Description: Organize port visits. [SORM: 242.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_SPECIAL_EVENT_PARTICIPATION

Subordinates: COORDINATE_SHIP_VISIT_REC_PRGMS
SERVE_AS_BOARDING_OFFICER

Name: ORG_VOLUNTEARY_RELIGIOUS_ED
Description: Organize voluntary programs of religious education. [SORM: 266.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: OVERALLCOORDINATION_03_STAFF
Description: Responsible for the overall internal administrative functions of the Students and Programs Directorate, to include overall coordination of staff functions. [SORM: 221.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: OVERSEE_ACADEMICS_IN_CURRIC_RWWS
Description: Be responsible for academic matters in all curricular reviews. [SORM: 280.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: OVERSEE_ACADEMIC_ADMIN_OFFICE
Description: Oversee the functions of the Academic Administrative Office. [SORM: 289.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Subordinates: ADMINISTER_REQTS_FOR_CONFERENCES
COORDINATE_CONFERENCES
ADMINISTER_THESIS_PROCESSING
ADMIN_ASSIST_ADV_INST_WORKSHOPS
COORD_REQS_FOR_FACULTY_AWARD
PREPARE_ACADEMICCALENDAR
LIAISON_WITH_WASC
PREPARE_FACULTY_RESUME_BOOK

Name: OVERSEE_ACAD_EVAL_RCRD_PROCESS

Description: Supervise all records processing for academic evaluation purposes. [SORM: 285.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ADMISSIONS

Subordinates: SUPERVISE_ACAD_POTENTIAL_EVAL
ASSIGN_APC_TO_STUDENT
PROVIDE_EDUCATIONAL_COUNSELING

Name: OVERSEE_ADMIN_LANS

Description: Oversee planning, design, acquisition, operation, and maintenance of Local Area Networks (LAN), mini-computers, and other hardware in support of campus-wide administrative information systems. [SORM: 278.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: OVERSEE_ADMIN_NET_AND_APP_DEV_GP

Description: Supervise activities of the administrative network and application development groups. [SORM: 278.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING
Name: OVERSEE_ADMISSION_RCRD_PROCESS

Description: Supervise all records processing for admissions. [SORM: 285.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ADMISSIONS

Subordinates: HANDLE_ADMISSIONS_CORRESPONDENCE
PROVIDE_STUDENT_INPUT_DATA
SUBMIT_ADMISSIONS_BUDGET_REQ

Name: OVERSEE_ENVIRONMENTAL_PROGRAM

Description: Oversee the environmental program and ensure compliance with all federal, state, and local regulations. [SORM: 259.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: OVERSEE_FACILITY_SUPPORT_CONTRACT

Description: Oversee all facility support contracts, including a multi-trade contract. [SORM: 253.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: OVERSEE_FACULTY_MENTOR_PROGRAM

Description: Establish and oversee a mentor program for young faculty, including military faculty. [SORM: 287.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: OVERSEE_FOREIGN_ACTIVITIES

Description: Oversee all international activities and organizations under the auspices of NPS. [SORM: 230.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL PROGRAMS

Name: OVERSEE IQ CONSTRUCTION CONTRACT

Description: Oversee all indefinite quantity (IQ) construction contracts, including a multi-trade contract. [SORM: 253.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: OVERSEE MAINTENANCE_OF_EQUIPMENT

Description: Supervise the maintenance of weight-lifting and other transportation and construction equipment. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE TRANSPORTATION_SHOP_OPS

Name: OVERSEE MILITARY FACULTY

Description: Function as an assistant to maintain a military chain-of-command relationship among military faculty, and to provide administrative mechanisms to evaluate the effectiveness of officers assigned as professors, instructors, or academic chairs. [SORM: 288.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER EDUCATIONAL PROGRAMS

Subordinates: PREPARE OS OFFICER_EVALS
SIGN_04_OFFICER_EVALS
TRACK_MIL_FACULTY_RANKING_RECS
OBTAIN_MIL_FACULTY_REPLACEMENTS
COORDINATE_MIL_FACULTY_MENTORS
PROVIDE_TQL
COORD_MIL_FACULTY_MTG_ATTENDANCE
EVAL_MIL_FAC_PROF_DEVELOP_PLANS
PARTICIPATE_IN_SOC
REPRESENT_MIL_FAC_IN_MTGS
PROVIDE_INFO_TO_MIL_FACULTY
REPRESENT_MIL_FACULTY_IN_EVENTS
Name: OVERSEE_NPS_DEVELOPED_ADMIN_ADPU

Description: Responsible for planning, design, development, programming, and maintenance of automated administrative business information systems developed at the School. [SORM: 278.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: OVERSEE_RESEARCH_ADMIN_OFFICE

Description: Oversee the functions of the research Administration Office. [SORM: 289.b.(1)(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Subordinates: ADMINISTER_NPS_RESEARCH_FUNDS
OVERSEE_RESEARCH_PROPOSALS
HANDLE_DEPT_FUNDING_PROPOSAL
ADMINISTER_RESEARCH_CHAIRS
ADMINISTER_POST_DOCTORAL_PRGMS
ADMINISTER_FACULTY_EXCHANGES
PREP_INTEL_PROP_GUIDELINES
SERVE_AS_POC_FOR_PATENTS
ADMINISTER_TECH_REPORT_PROCESS
PUBLISH_RESEARCHRELATEDITEMS

Name: OVERSEE_RESEARCH_PROPOSALS

Description: Oversee the [research] proposal process. [SORM: 289.b.(1)(1)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: OVERSEE_SHUTTLE_BUS_OPS

Description: Oversee operation of the NPS/LMV shuttle bus and other command bus runs. [SORM: 253.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF
Name: OVERSEE_TRANSPORTATION_SHOP_OPS

Description: Supervise the Transportation Shop's operations, including all vehicle repairs and dispatch, maintenance and use of weight-lifting and other transportation and construction equipment; the performance of routine special tests on weight-lifting equipment; and the maintenance of the motor vehicle accident prevention, driver training, and driver test programs. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Subordinates: OVERSEE_VEHICLE_DISPATCH
OVERSEE_VEHICLE_REPAIRS
OVERSEE_USE_OF_EQUIPMENT
OVERSEE_MAINTENANCE_OF_EQUIPMENT
OVERSEE WT LIFT TESTS
MAINTAIN_MOTOR_VEHICLE ACC PREV
MAINTAIN DRIVER TRAINING PRGM
MAINTAIN THE DRIVER TEST PROGRAM

Name: OVERSEE_USE_OF_EQUIPMENT

Description: Supervise use of weight-lifting and other transportation and construction equipment. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: OVERSEE_VEHICLE_DISPATCH

Description: Supervise all vehicle repairs. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: OVERSEE_VEHICLE_REPAIRS

Description: Supervise all vehicle repairs. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: OVERSEE_WT_LIFT_TESTS

Description: Supervise the performance of routine special tests on weight-lifting equipment. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: PARTICIPATE_IN_EEO_DEVELOPMENT

Description: Participate with line and staff managers in the development and review of present and proposed activity policy or decisions which affect the civilian workforce. [SORM: 206.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: PARTICIPATE_IN_SOC

Description: Participate in the Superintendent's Operating Council (SOC). [SORM: 288.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: PARTICIPATE_ON_NPS_PLANNING_BRD

Description: Participate as a member of the NPS Planning Board. [SORM: 288.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: PERFORM_ASSIGNED_PW_DUTIES

Description: Perform such other duties as may be assigned by the Public Works Officer. [SORM: 252.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: PERFORM_DUTIES_ASSIGNED_BY_SUP
Description: Perform such other duties as may be assigned by the Superintendent. [SORM: 240.b.(13)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: PERFORM_EXISTING METH_SYS_ANAL
Description: Perform systems analysis of existing methods. [SORM: 260.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: PERFORMTERNAL BUDGET_LIAISON
Description: Perform liaison with the Major Claimant, Resource Sponsor, and Comptroller of the Navy and participate in annual and mid-year budget reviews. [SORM: 216.b.(16)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: PERFORM FACILITIES ALTERATIONS
Description: Perform maintenance alterations, which includes work on buildings, ground structures, and utilities, i.e., electricity, water, steam, air, natural gas, fuel oil, and sanitary systems. [SORM: 255.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: PERFORM FACILITIES REPAIRS
Description: Perform repairs which includes work on buildings, ground structures, and utilities, i.e.,
electricity, water, steam, air, natural gas, fuel oil, and sanitary systems. [SORM: 255.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: PERFORM_FACULTY_DUTIES_AS_USMC

Description: Perform additional duties as a part time faculty member, serving in an academic department consistent with the previous academic background. [SORM: 231.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: PERFORM_FOOD_SERV_OFFCR_DUTIES

Description: Perform all duties of the Food Service Officer when a Food Service Officer is not assigned. [SORM: 248.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: PERFORM_NASP_RESPONSIBILITIES

Description: Perform Naval Aviation Safety Program educational responsibilities as specified in OPNAVINST 3750.6 series. [SORM: 229.b.(7)]

Type: Process
Not Repetitive
Online Implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: PERFORM_ON_SITE_TELEPHONE_REPAIR

Description: Perform on site troubleshooting and telephone repairs without supervision. [SORM: 261.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS
Name: PERFORM_OTHER_ADMIN_DUTIES

Description: Perform other (admin) duties as assigned. [SORM: 204.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: PERFORM_OTHER_ASSIGNED_DUTIES

Description: Perform such other duties as may be assigned by the Director of Military Operations. [SORM: 241.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Name: PERFORM_OTHER_DUTIES_AS_ASSIGNED

Description: Perform other duties as assigned. [SORM:201.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: PERFORM_OTHER_STAFF_FUNCTIONS

Description: Perform other staff functions as may be requested or directed by higher authority. [SORM: 200.b.(23)]

Type: Process
Repetitive
Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: PERFORM_OWN_FACILITY_CONSTRUCT

Description: Perform new construction accomplished by command forces which includes buildings, ground structures, and utilities, i.e., electricity, water, steam, air, natural gas, fuel oil, and sanitary systems. [SORM: 255.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: PERFORM_TIMEKEEPING_FUNCTION

Description: Perform timekeeping functions for civilian personnel employed by NPS, DRMI, and PERSEREC. [SORM: 216.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: PERIODICALLY_REVIEW_CURRICULA

Description: Periodically review and coordinate all NPS and civilian instruction curricula with respective curricular primary consultants and/or sponsors. [SORM: 200.b.4]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Expected Effects: Expected Actions

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Expected Actions</th>
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<tbody>
<tr>
<td>NPS_VISITOR_OR_GUEST</td>
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</tr>
<tr>
<td>GENERIC_INSTRUCTION_CAPABILITY</td>
<td>create</td>
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<tr>
<td>ORGANIZATION</td>
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<tr>
<td>NPS_PROGRAM</td>
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</tr>
<tr>
<td>GENERIC_FUND</td>
<td>read</td>
</tr>
<tr>
<td>AGREEMENT</td>
<td>read</td>
</tr>
</tbody>
</table>

Name: PERIODICALLY_RVW_ACADEMIC_PERF

Description: Conduct periodic reviews of academic performance with individual students. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: PEROFRM_OTHER_XO_DUTIES

Description: Perform other duties of an Executive Officer as delineated in OPNAVINST 3120.32B, Article 302. [SORM: 244.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: PLAN_ACADEMIC_AFFAIRS

Description: Plan and organize academic affairs. [SORM: 211.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Subordinates: DEVELOP_STAFF_AND_FACULTY_BUDGET
COORDINATE_FACULTY_EMPLOYMENT
LIAISON_WITH_MILITARY_FACULTY
PLAN_ACADEMIC_LONG_RANGE
SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: PLAN_ACADEMIC_DEPT_PROGRAM

Description: With the Dean of Faculty and Graduate Studies,
and in coordination with the Dean of Students and
Director of Programs, plan the academic program of the
Department or Group. [SORM: 287.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: PLAN_ACADEMIC_LONG_RANGE

Description: Provide long-range academic planning, including
the forecasting of future faculty and staff
requirements. [SORM: 211.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Name: PLAN_ACADEMIC_PROGRAMS

Description: Plan academic programs. [SORM: 286.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

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Name: PLAN_ADMIN_ADP_BUSINESS_SYS_USE
Description: Responsible for planning the use of automated administrative business information systems at the School. [SORM: 278.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: PLAN_ADP_PROCUREMENT
Description: Develop plans for the procurement of equipment, material, and other items. [SORM: 276.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTER_CENTER

Name: PLAN_SPECIAL_EVENT_PARTICIPATION
Description: Initiate and assist in the implementation of plans for appropriate participation in special events. [SORM: 242.b.(9)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: SUPPORT_COMMUNITY_RELATIONS
Subordinates: ORGANIZE_PORT_VISITS
ARRANGE_TOURS_AND_OPEN_HOUSE

Name: PREPARE_03_REPORTS
Description: Prepare the Program Operations Memorandum (POM) and the annual Graduate Education Review Group/Board (GERG/GERB) reports. [SORM: 221.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: PREPARE_ACADEMIC_BUDGET
Description: Prepare and submit budget requirements as directed. [SORM: 210.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PREPARE_ACADEMIC_BUDGETS

Description: Prepare and submit budget requirements as directed. [SORM: 286.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: PREPARE_ACADEMIC CALENDAR

Description: Prepare the academic calendar. [SORM: 289.b.(12)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN OFFICE

Name: PREPARE_AVIATION_SAFETY_BUDGET

Description: Develop and submit resource requirements including budget estimates per current instructions, [SORM: 229.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: PREPARE_AV_BUDGET

Description: Prepare and submit budget requirements as directed. [SORM: 228.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PREPARE_AV_REPORTS

Description: Prepare and submit annual audiovisual reports as required by OPNAVINST 5290.1 series. [SORM: 228.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PREPARE_CODE_04_BUDGET_REQUESTS

Description: Submit the budget requirements of the Military Operations Directorate as required. [SORM: 240.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Subordinates: ADVISE_SUP_ON_CODE_04_REQMTS

Name: PREPARE_CONTRACT_RFP_FOR_WORK

Description: Recommend and prepare RFP's for work which should be performed by contract. [SORM: 258.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: PREPARE_CURRIC_OFFICE_BUDGET

Description: Responsible for the preparation and submission of budget requirements as directed. [SORM: 235.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: PREPARE_EEO_BUDGET

Description: Prepare and submit budgetary requirements as directed. [SORM: 206.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: PREPARE_FACILITY_CONSTRUCTPlans

Description: Design and prepare plans, specifications, engineering estimates, engineering analyses, and
calculations for the construction of minor structures and buildings. [SORM: 259.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_FACILITY_MAINT_PLANS
Description: Design and prepare plans, specifications, engineering estimates, engineering analyses, and calculations for the maintenance of structures and buildings. [SORM: 259.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_FACULTY_RESUME_BOOK
Description: Prepare the Faculty Resume Book. [SORM: 289.b.(12)(h)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: PREPARE_FOOD_SERVICE_INSTRUCTION
Description: Prepare instructions covering the operation of equipment, safety precautions for food preparation, sanitary regulations for the Enlisted Galley and related spaces, and the maintenance of a refrigeration log. [SORM: 250.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: PREPARE_FSC_BUDGET
Description: Prepare annual (FSC) budget. [SORM: 267.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER
Name: PREPARE_HRO_BUDGETS

Description: Prepare and submit budget requirements as directed. [SORM: 217.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: PREPARE_IP_BUDGET

Description: Prepare, submit, and maintain the informational Program (IP) budget provided for use in meeting the goals of the IP. [SORM: 230.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTINTERNATIONALPROGRAMS

Name: PREPARE_LEGAL_PAPERS

Description: Supervise the technical and clerical preparation of legal papers for the school. [SORM: 203.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: PREPARE_NEWS_RELEASES

Description: Prepare news releases. [SORM: 242.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: PREPARE_O5_OFFICER_EVALS

Description: Prepare and forward O-5 and above military faculty fitness reports or officer evaluation report inputs to the Superintendent for signature. [SORM: 288.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: OVERSEE_MILITARY_FACULTY

Name: PREPARE_OFFICIAL_CORRESPONDENCE
Description: Prepare official correspondence as required. [SORM: 204.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: PREPARE_PROJECT_DESIGN_AND_EST
Description: Prepare preliminary through final designs and estimates for special and local projects. [SORM: 259.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_PW_BUDGETS
Description: Prepare and submit fiscal year and out-year budget requirements to the Director of Military Operations. [SORM: 251.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PREPARE_PW_DEPT_BUDGETS
Description: Prepare budgets and financial status reports. [SORM: 257.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: PREPARE_QRTLY_ACADEMIC_INST_SCHD
Description: Prepare the quarterly schedule for academic instruction. [SORM: 284.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: PREPARE_QRTLY_FINAL_EXAM_SCHED

Description: Prepare the quarterly final examination schedule. [SORM: 284.b.(2)]

Type:
Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: PREPARE_RELEASE_RECOMMENDATIONS

Description: Prepare recommendations for release of classified information to foreign governments through the Defense Technical Information Center. [SORM: 243.b.(13)]

Type:
Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: PREPARE_SAFETY_BUDGET

Description: Coordinate the preparation of the annual safety and occupational health budget submission. [SORM: 202.b.(15)]

Type:
Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PREPARE_SAFETY_RULES

Description: Prepare specific rules and regulations for approval and promulgation by the Superintendent, as required. [SORM: 202.b.(3)]

Type:
Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PREPARE_SECURITY_BUDGETS

Description: Prepare and submit fiscal year and out-year budget and POM requirements to the Director of Military Operations. [SORM: 262.b.(17)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: PREPARE_SEC_FORCE_SOPS_AND_PLANS

Description: Prepare post orders, standard operating procedures (SOPs), and a training plan for the Security Force and Auxiliary Security Force (ASF). [SORM: 262.b.(11)]

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: PREPARE_SHORE_FACILITY_PRGM_PLAN

Description: Prepare preliminary plans and documentation for the Shore Facilities Planning Program. [SORM: 259.b.(3)]

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_TECH_REPORTS_AS_REQ

Description: Prepare technical reports as required. [SORM: 259.b.(9)]

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_USN_PAO_SUPPORT_INFO

Description: Prepare, direct the preparation of, and disseminate information in support of Navy public affairs objectives as set forth in SECNAVINST 5720.44 series. [SORM: 242.b.(3)]

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS
Name: PREP_INTEL_PROP_GUIDELINES

Description: Prepare guidelines on intellectual property issues pertaining to research. [SORM: 269.b.(11)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: PREP_MWR_BUDGETS

Description: Prepare and submit fiscal year and out-year requirements to the Director, Morale, Welfare and Recreation. [SORM: 265.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: PREP_RESEARCH_REPORTS_AS_REQ

Description: Prepare [research] reports as required by the Provost/Academic Dean. [SORM: 269.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: PRESENT_GRADUATE_EDUCATION_REVW

Description: Develop and present graduate education review to the Graduate Education Review Group (GERG) and Graduate Education Review Board (GERB). [SORM: 220.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Name: PROCESS_ACADEMIC_CREDIT_RECORDS

Description: Administer data processing to prepare records for academic credit. [SORM: 282.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD
Name: PROCESS_PERS_PROPERTY_LOSS_CLAIM

Description: Provide personal property loss and damage claims assistance and processing. [SORM: 248.b.(3)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_PERSONALPROPERTY_PRGRM

Name: PROCESS_RECRUITMENT_ACTIONS

Description: Process all recruitment actions, including administration of the Merit Staffing Plan. Develop crediting plans, rate and rank applicants; counsel and interview applicants and employees; process human resources actions; accomplish placement follow-up; develop statistics and reports as required; administer the overseas employment program and the DoD Priority Placement program; administer Reduction in Force (RIF) actions when required; originate and submit required reports. [SORM: 217.b.(11)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_&_HRO_FUNCTIONS

Name: PRODUCE_COMMAND_NEWSPAPER

Description: Produce a command newspaper per U.S. Navy Public Affairs Regulations and other pertinent directives. [SORM: 242.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: PRODUCE_EFFECTIVE_MANNING_PRGMS

Description: Initiate and actively participate in all elements of human resources management in order to achieve effective and efficient programs. [SORM: 217.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR
Name: PRODUCE_MMTR

Description: Produce the annual Military Manpower Training report (MMTR) for field Support Activity. [SORM: 227.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: PRODUCE_MONTHLY_NITRAS_REPORT

Description: Coordinate inputs and produce the monthly Navy Integrated Training Resources and Administrative System (NITRAS) report for CNET. [SORM: 227.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: PRODUCE_VISUAL_INFORMATION

Description: Provide, develop, produce, and procure visual information materials and equipment. [SORM: 228.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROGRAM_MINI_AND_MICRO_COMPUTERS

Description: Program (Public Works Department) mini and micro computer systems. [SORM: 260.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: PROMOTE_NPS_RESEARCH

Description: Promote the appreciation of the NPS research program in civilian and industrial communities. [SORM: 289.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM
Name: PROTECT_CLASSIFIED_INFO_IN_VISIT

Description: Ensure protection of classified information during visits to the command when the visitor is not authorized access to classified information. [SORM: 243.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: PROTECT_CLASSIFIED_MATERIAL

Description: Ensure the protection of classified material per DoD Directive C-5105.21 (M-1) and OPNAVINST 5510.1H. [SORM: 237.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CONTROL_OVER_SCI

Name: PROVIDE_ACADEMIC_ADVICE

Description: Advise the Chief of Naval Operations and the Commandant of the Marine Corps on the academic competence of officers being evaluated for graduate education programs. [SORM: 104]

Provide academic and technical consultation for assignment of officers selected for postgraduate education. [SORM: 200.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: PROVIDE_ACADEMIC_COUNSELING

Description: Provide all officers with academic counseling. [SORM: 104]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: PROVIDE_ACADEMIC_DEPT_ADVICE

368
Advising the Provost/Academic Dean and the appropriate Deans regarding matters within their purview. [SORM: 287.b.(4)]

**Type:** Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

**Name:** PROVIDE_ADMIN_ASSISTANCE

Function as the Administrative Assistant to the Superintendent, which includes directing and coordinating the efforts of the Superintendent's staff and maintaining liaison between the Superintendent and the faculty, and the Students and Programs and Military Operations Directorates. [SORM: 204.a.]

**Type:** Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Subordinates: REVIEW_CORRESPONDENCE
COORDINATE_SUP_ACTION_ITEMS
SERVE_NPS_BOARD_AS_SECRETARY
PREPARE_OFFICIAL_CORRESPONDENCE
SIGN_ADMIN_BY_DIRECTION
PERFORM_OTHER_ADMIN_DUTIES

**Name:** PROVIDE_ADMIN_ASSISTANCE_TO_PW

Function as an assistant for the management of the (Public Works) Administrative Division, which includes organizations, staffing, office services, records, reports, and statistics. [SORM: 257.a.]

**Type:** Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: ACT_PW_DEPT_FINANCIAL MANAGER
COORDINATE_PW_PERSONNEL_ACTIONS
liaison_PW_WITH_HRO
PROVIDE_PW_DEPT_OFFICE SERVICES
PREPARE_PW_DEPT_BUDGETS
EVALUATE_PW_DEPT_CONTROL_REPORTS
FINANCIALLY_CONTROL_JOB_ORDERS
ADMINISTER_COLLATERAL_EQUIP_PRGM

**Name:** PROVIDE_ADMIN_SERVICES_TO_MWR

Provide accounting and clerical services to the Commissioned Officers' and Faculty Mess, Enlisted Club,
Recreation Division, and the Bachelor Quarters. [SORM: 264.a.]

Provide central cashing, personnel, payroll, budget, clerical and typing, and accounting and procurement functions. [SORM: 264.b.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_THE_MWR_ADMIN_OFFICE

Name: PROVIDE_ADMIN_SUPERVISION

Description: Provide administrative supervision for officer and civilian students in their curricula. [SORM: 235.a. and 235.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: PROVIDE_ADMIN_SUPPT_TO_USA_OFFCR

Description: Supervise the Army Liaison Office Coordinator and direct the operation of the Army Liaison Office in its role of providing administrative support to all Army officer students and faculty. [SORM: 232.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: PROVIDE_AD_P_SECURITY_SRVCS

Description: Provide management and technical services in ADP Security. [SORM: 279.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AD_P_SECURITY_PROGRAM

Name: PROVIDE_AV_ASSISTANCE_TO_FACULTY

Description: provide assistance to the faculty and staff in the development of more effective media techniques and in the evaluation, selection, development, integration, and use of visual information materials. [SORM: 228.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_AV_LIAISON_WITHIN_DOD

Description: Act as command liaison with Navy and DoD activities regarding audiovisual services, films, and other training aids. [SORM: 228.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_BDGT_EXECUTION_SOFTWARE

Description: Provide academic departments and groups with up to date budget execution software and instruct them in its use. [SORM: 212.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: PROVIDE_BQ_MAINT_REQUIREMENTS

Description: Ensure the Public Works Officer is provided with complete and timely information on BQ requirements relating to facilities maintenance. [SORM: 269.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: PROVIDE_CNO_STATUS_REPORTS

Description: Periodically, and as directed, provide the Chief of Naval Operations with information and recommendations concerning postgraduate education program status and projected training load estimates. [SORM: 200.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_CNO ADVISED
Name: PROVIDE_COMMAND_BATT_ENG_SUPPORT
Description: Provide engineering support to Command Battalions. [SORM: 253.b.(4)]
Type: Process
          Not Repetitive
          Online implementation suggested
Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: PROVIDE_COMMAND_BRIEF_DATA
Description: Provide data for the Command Brief and special presentation briefings as required. [SORM: 227.b.(5)]
Type: Process
          Not Repetitive
          Online implementation suggested
Subordinate of: STUDENT_PROJECT_OFFICER

Name: PROVIDE_CONTINUING_EDUCATION_PRG
Description: Ensure that appropriate programs of continuing education are provided at NPS. [SORM: 280.a.]
Type: Process
          Not Repetitive
          Online implementation suggested
Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: PROVIDE_CONTRACT_INSPECT_PERSON
Description: Provide the personnel needed to inspect the contract once it becomes active. [SORM: 258.b.(3)]
Type: Process
          Not Repetitive
          Online implementation suggested
Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: PROVIDE_COPYING_EQUIPMENT
Description: Provide copying equipment via the "Cost per Copy" copier program in accordance with the regulations. [SORM: 228.b.(10)]
Type: Process
          Not Repetitive
          Online implementation suggested
Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA
Name: PROVIDE_COUNSELING_SERVICES

Description: Provide a comprehensive information, referral, and counseling program. [SORM: 267.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: PROVIDE_EDUCATIONAL_COUNSELING

Description: Provide educational counseling and guidance in response to prospective student queries. [SORM: 285.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEC_EVAL_RCRD_PROCESS

Name: PROVIDE_EDUCATIONAL_LIAISON

Description: Provide liaison in educational and administrative affairs with appropriate agencies, activities, and societies. [SORM: 210.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: PROVIDE_EDUCATIONAL_PROGRAMS

Description: Ensure that NPS provides outstanding educational programs for the military services of the United States and allied nations, with a focus on military-relevant graduate level education not provided at civilian academic institutions. [SORM: 280.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Subordinates: PROVIDECONTINUING_EDUCATION_PRG
CONSIDER_ED_PRGM_COST_DECISION
ADVISE_PROVOST_ON_ED_PRGM
CONTINUOUSLY_IMPROVE_COURSES
DEVELOP_SHORT_COURSES
IMPROVE_TEACHING_AND_INSTRUCTION
SUPERVISERegistrar
SUPERVISE_ADMISSIONS
SERVE_AS_EDUCATIONAL_LIAISON
ACT_AS_EXEC_SEC_TO_ACAD_COUNCIL
CHAIR_ACAD_COUNCIL_WHEN_REQ
HELP_SELECT_AND_TRAIN_FACULTY
REC_ACADEMIC_ASSOCIATE_APPTS
SUPERVISE_ACADEMIC_ASSOCIATES
MANAGE_CODE_06_RESOURCES
OVERSEE_ACADEMICS_IN_CURRIC_RVWS
REC_ASSOCIATE_DEANS_OF_INST
MANAGE_ALUMNI_PROGRAMS
ADMINISTER_EDUCATIONAL_PROGRAMS
COORDINATE_DEPARTMENT_ACADEMICS
CONDUCT_PROFESSIONALLECTURES
REVIEW_EDUCATIONAL AREAS
PROVIDE_EDUCATIONAL_LIAISON
FORMULATE_ACADEMIC_POLICIES

Name: PROVIDE_EEO_POLICY_LEADERSHIP

Description: Provide leadership in developing Equal Employment Opportunity (EEO) policy, plans, and programs, including special emphasis programs, to ensure consistency with applicable EEO laws and regulations. [SORM: 206.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: PROVIDE_EMPLOYEE_SERVICES

Description: Perform retirement counseling; process incentive awards; counsel on health and life insurance programs; orient new employees; counsel on survivor benefits regarding deceased employees and retirees; counsel on compensation for occupational injuries/illnesses; counsel on performance appraisals, ratings, and employee assistance programs; originate and submit required reports. [SORM: 217.b.(11)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_S_HRO_FUNCTIONS

Name: PROVIDE_ENERGY_CONSERVE_DSGN_RVW

Description: Provide design review or review of work requests involving energy conservation. [SORM: 253.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

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Name: PROVIDE_ENG_DEPT_DESIGN_SUPPORT
Description: Provide design support and project design review to the Engineering Department. [SORM: 253.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: PROVIDE_EXTERNAL_AUDIT_LIAISON
Description: Provide liaison with external sources of audits, inspections, and evaluations. [SORM: 218.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: COMMAND_EVALUATION_OFFICER

Name: PROVIDE_EXT_LIAISON_FOR_CODE_03
Description: Act as the principal assistant to the Director of Programs for external liaison. [SORM: 221.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: PROVIDE_FACULTY_ORIENTATION
Description: Establish and carry out a program to orient faculty to the special needs of NPS instruction. [SORM: 287.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: PROVIDE_FINANCIAL_ADVICE
Description: Advise the Superintendent and the Director, Resource Management on various financial management programs. [SORM: 216.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: PROVIDE_FUNERALDETAILS_UPON_REQ

Description: Provide funeral details upon request to U.S. Navy and Marine Corps veterans for the geographical area from Santa Cruz to San Luis Obispo, California (Sub-Area Six). [SORM: 244.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: PROVIDE_FUTURE_REQ_PREDICT_DATA

Description: Provide the Director of Academic Planning with the necessary data to predict future staff and faculty requirements. [SORM: 283.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_FORECASTING_FUNCTION

Name: PROVIDE_GRAPHIC_SUPPORT

Description: Provide artwork, charts, cover designs, diagrams, posters, and schematics for academic publications, lecture illustrations, and such graphic support as may be required by educational and administrative activities at NPS. [SORM: 228.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_GUIDANCE_TO CEO

Description: Provide general guidance to the Command Evaluation Officer on command audit and evaluation. [SORM: 215.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_GUIDANCE_TO_COMPTROLLER
Description: Provide general guidance to the Comptroller for budgetary, accounting, and financial management. [SORM: 215.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_GUIDANCE_TO_HRO_DIRECTOR

Description: Provide general guidance to the Director Human resources Office, on employment, recruitment, classification, compensation, employee relations, labor relations, and equal employment opportunity for civilian employees. [SORM: 215.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_HUMAN_GOALS_TRAINING

Description: Provide human goals training within the command, including an employee assistance and training program, to realize high standards of conduct and optimum use of human resources. [SORM: 200.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: PROVIDE_HUMAN_RESOURCE_SERVICES

Description: Provide the full range of human resources service to the command and all supported tenant activities employing civilian personnel to include staffing, labor-management relations, classification, employee development assistance, equal opportunity program management, and other employee services. [SORM: 217.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: PROVIDE_INFO_ON_RECORDS_DISPOSAL

Description: Provide information and guidance on the records
disposal program. [SORM: 246.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: PROVIDE_INFO_TO_FOREIGN_STUDENT

Description: Distribute information and act on correspondence from past, present, and prospective international students. [SORM: 230.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL PROGRAMS

Name: PROVIDE_INFO_TO_MIL_FACULTY

Description: Disseminate appropriate and timely information regarding NPS activities and policies to military faculty. [SORM: 288.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE MILITARY FACULTY

Name: PROVIDE_INPUTS_TO_NSIFPPS

Description: Provide inputs to the Navy's Shore Installation and Facilities Planning and Programming System. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE REAL PROPERTY

Name: PROVIDE_INS_AND_VISA_GUIDANCE

Description: Provide guidance pertaining to the Immigration and Naturalization Service and visa requirements for international students. [SORM: 230.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL PROGRAMS
Name: PROVIDE_LEGAL_SERVICES

Description: Advise the Superintendent on matters relating to legal interpretation and application of the Uniform Code of Military Justice (UCMJ), the Manual for Courts-Martial (MCM), administrative law, other military laws and regulations, the maintenance of discipline, and the administration of justice within the command. [SORM: 203.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: LEGALLY_ADVISE_SUPERINTENDENT
COORDINATE_FOIA_AND_PRIVACY_ACT
ACT_AS_ETHICS_OFFICIAL
DRAFT_CONVENING_ORDERS
TAKE_STAFF_JAG_ACTION
PREPARE_LEGAL_PAPERS
SERVE_AS_COMMAND_LEGAL_ADVISOR
CONDUCT_POST_TRIAL_REVIEWS
RENDER_LEGAL_ASSISTANCE
VERIFY_LEGAL_SUFFICIENCY
ADJUDICATE_PERSONNEL_CLAIMS
SIGN_LEGAL_BY_DIRECTION

Expected Effects:

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Expected Actions</th>
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<tbody>
<tr>
<td>MILITARY_OPS_SUPPORT_CAPABILITY</td>
<td>create</td>
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<tr>
<td>AGREEMENT</td>
<td>create</td>
</tr>
<tr>
<td>GENERIC_GUIDANCE</td>
<td>create</td>
</tr>
<tr>
<td>TENANT_COMMAND</td>
<td>read</td>
</tr>
</tbody>
</table>

Name: PROVIDE_LIBRARY_AND_INFO_SERVICE

Description: Provide library and information services to the school. [SORM: 277.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Subordinates: ADMINISTER_DUDLEY_KNOX_LIBRARY
DEVELOP_LIBRARY_COLLECTIONS
OPERATE_CLASSIFIED_MATERIALS_DIV
SEARCH_UNCLAS_ONLINE_BIBLIOS
INVESTIGATE_NEW_INFO_SCIENCES
MAINTAIN_PUB_ISSUE_RECORDS
MAINTAIN_EXTERNAL_LIB_CONTACTS
SUBMIT_LIBRARY_BUDGET_COST_EST

Name: PROVIDE_LOGISTIC_SUPPORT_SERVICE
Description: Provide logistic support services, including requisition processing, contracting, receiving, issuing, shipping and disposal. [SORM: 247.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: PROVIDE_MILITARY_SUPERVISION

Description: Provide military supervision for officer students, and administrative supervision for officer and civilian students in their curricula. [SORM: 235.a.]

Responsible for the military and professional performance of officer students, including professional counseling and performance evaluations. [SORM: 235.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: PROVIDE_OPTAR_FUNDING_CONTROLS

Description: Provide OPTAR funding controls to resource managers prior to the beginning of the fiscal year. Coordinate submission and approval of annual departmental OPTAR plans. [SORM: 216.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: PROVIDE_PAQ_ACTION_GUIDANCE

Description: Provide guidance for action to be taken when incidents occur within or contiguous to the NPS complex which involve naval personnel or those of other services assigned to NPS which come to the attention of local area or national media representatives. [SORM: 242.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: PROVIDE_PERSPROPERTY_COUNSELING
Provide counseling services (under the Personal Property Program). [SORM: 248.b.(3)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_PERSONALPROPERTY_PRGRM

Name: PROVIDE_PHONE_TECH_EXPERTISE

Description: Provide technical expertise in review of contracts and plans pertaining to telephones. [SORM: 261.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: PROVIDE_PHOTOGRAPHIC_SERVICES

Description: Provide photographic services, including technical and industrial photography for portraits, thesis, and lecture materials, research and development projects, copying, and press photography. [SORM: 228.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_PHYSICAL_PLANT_ADMIN

Description: Provide administrative support necessary to maintain and operate the physical plant of NPS and its tenant activities within the provisions of host-tenant agreements. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_PHYSICAL_PLANT_LOGISTICS

Description: Provide logistic support necessary to maintain and operate the physical plant of NPS and its tenant activities within the provisions of host-tenant agreements. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_PHYSICAL_PLANT_SUPPORT

Description: Provide other support necessary to maintain and
operate the physical plant of NPS and its tenant
activities within the provisions of host-tenant
agreements. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_PHYS_SEC_AND_FIRE_PROT

Description: Provide for the physical security and fire
protection of NPS buildings, equipment, and grounds.
[SORM: 262.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: PROVIDE_PLANT_INV_REC_TECH_DATA

Description: Provide technical data for plant inventory
property records. [SORM: 259.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PROVIDE_PRESCHEDULING_DATA

Description: Coordinate with curricular offices and academic
departments to provide pre-scheduling data to be used
by the Scheduler and Registrar to plan student course
offerings. [SORM: 283.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_FORECASTING_FUNCTION

Name: PROVIDEPROCUREMENT_CONTRACTSRVC
Description: Be responsible for procurement contracting services to include:
(a) soliciting, evaluating, negotiating, and awarding of bids;
(b) ensuring all contractual documentation complies with statutory and regulatory requirements;
(c) operating the Imprest Fund;
(d) Administering Blanket Purchase Agreements.
[SORM: 249.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Subordinates: CONDUCT PROCUREMENT CONTRACTING
ENSURE CONTRACT Comply WITH REGS
OPERATE IMPREST FUND
ADMINISTER BPAS

Name: PROVIDE PROFESSIONAL DEVELOPMENT

Description: Develop and implement professional development programs for assigned personnel. [SORM: 287.b.(20)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR ACADEMIC DEPT OR GROUP

Name: PROVIDE_PW_DEPT MIS SUPPORT

Description: Provide management information system (MIS) support for the Public Works Department. [SORM: 260.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST PUBLIC WORKS OFFICER

Subordinates: PROGRAM MINI AND MICRO COMPUTERS
CONDUCT PW COMP SYS ANALYSIS
DETERMINE_PW MIS APP NEEDS
PERFORM EXISTING METH SYS ANAL
WRITE PROG SPECS FOR_PW MIS
MAINTAIN_PW COMP SYS OS
ACT AS_PW DEPT ADPSSD
DETERMINE AND PROCOURE_PW ADP
DEVELOP AND MAINTAIN ADP ARCH
TRAIN_PW PERSONNEL ON ADP SYS

Name: PROVIDE_PW DEPT OFFICE SERVICES

Description: Provide office services including typing pool,
central files, mailing, duplicating, and reproduction. [SORM: 257.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: PROVIDE_PW_SERVICE_TO_NAVAL_ACTS

Description: Provide a full spectrum of public works services including assistance in facility planning, engineering consultation, design, and other public works support functions to all other naval activities within the area under the designation of a Public Works Lead Activity. [SORM: 251.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_QRTLY_USN_GRAD_REPORT

Description: Provide quarterly graduation report of USN officers to BUPERS. [SORM: 282.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: PROVIDE_REPORTS_TO_AUTH_REQUESTS

Description: Provide reports, grade studies, and other information in response to authorized requests from NPS students, professors, curricular officers, and administrative personnel. [SORM: 282.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: PROVIDE_SACRAMENTAL_MINISTRY

Description: Provide appropriate sacramental ministry and care. [SORM: 268.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: PROVIDE_STAFF_TO_DEAN_OF_FACULTY

Description: Provide staffing associated with the preparation of executive correspondence as required by the Provost/Academic Dean and the Dean of Faculty and Graduate Studies. [SORM: 211.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_STUDENT_INPUT_DATA

Description: Provide timely student input data for the academic planning and forecasting process. [SORM: 285.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ADMISSION_RCRD_PROCESS

Name: PROVIDE_SUPPORT_TO_MAINT_CONTROL

Description: Provide support to the Maintenance Control and Shops Divisions. [SORM: 259.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PROVIDE_TECHNICAL_SAFETY_ADVICE

Description: Provide advice and guidance to all school organizational elements, managers, and supervisors covering the technical aspects of safety, the principles of hazard recognition and control, and the application of these principles as they relate to the employee and the workplace. [SORM: 202.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PROVIDE_TENANT_SAFETY_SUPPORT

Description: Provide Safety and Occupational Health Program
support to tenant organizations where an inter-service support agreement exists. [SORM: 202.b.(25)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PROVIDE_TQL

Description: Provide total quality leadership (TQL). [SORM: 288.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: PROVIDE_TRANSCRIPTS_AS_REQUIRED

Description: Respond to requests for transcripts from former students and other institutions, as authorized. [SORM: 282.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: PROVIDE_USAF_LIAISON_OFFICE

Description: Provide an Air Force Liaison Office for the administrative needs of all Air Force officers stationed at NPS. [SORM: 233.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: PROVIDE_VA_AND_MCR_TRAINING

Description: Ensure that training and technical assistance is provided for managers in conducting Vulnerability Assessments (VA) and Management Control Reviews (MCR). [SORM: 205.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL
Name: PUBLISH_RESEARCHRELATED_ITEMS

Description: Organize and publish various research related items (Newsletter, Annual Research Summary, Thesis Dissertation Abstracts, Research White Paper, Faculty Research Directory, etc.). [SORM: 289.b.(11)(h)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: RECOMMEND_ACADEMIC_CHANGES

Description: Make recommendations to higher authority regarding academic changes necessary for effective accomplishment of assigned mission and functions. [SORM: 200.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND_FACILITIES_CHANGES

Description: Make recommendations to higher authority regarding facilities changes necessary for effective accomplishment of assigned mission and functions. [SORM: 200.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND_FACULTY_APPOINTMENTS

Description: Recommend to the Provost/Academic Dean individuals for appointment to the faculty. [SORM: 286.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: RECOMMEND_FUNDING_CHANGES

Description: Make recommendations to higher authority regarding funding changes necessary for effective accomplishment of assigned mission and functions.
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND HOUSING RENT CHARGES

Description: Recommend rent or charges for housing occupancy by civilian, international, or U.S. Coast Guard students. [SORM: 254.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: RECOMMEND HOUSING USE POLICY

Description: Recommend housing use policy. [SORM: 254.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: RECOMMEND LOGISTIC CHANGES

Description: Make recommendations to higher authority regarding logistic changes necessary for effective accomplishment of assigned mission and functions. [SORM: 200.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND NEW METHODOLOGIES

Description: Recommend to the Chief of Naval Operations new methodologies which will improve the quality of service effectiveness of future graduates. [SORM: 104]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURIricula

Expected Effects:

388
Entity Type | Expected Actions
----------|-------------
GENERIC_INSTRUCTION_CAPABILITY | create
SITUATION | create
GENERIC_RESEARCH_CAPABILITY | create
NPS_PLAN | create
GENERIC_NPS_FACULTY | create
GENERIC_NPS_STAFF | create
NPS_PROGRAM | create
FACILITY | create

Name: RECOMMEND_NEW_STUDY AREAS

Description: Recommend to the Chief of Naval Operations new areas of study which will improve the quality of service effectiveness of future graduates. [SORM: 104]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Expected Effects:
Entity Type | Expected Actions
----------|-------------
GENERIC_INSTRUCTION_CAPABILITY | create
SITUATION | create
GENERIC_RESEARCH_CAPABILITY | create
NPS_PLAN | create
GENERIC_NPS_FACULTY | create
GENERIC_NPS_STAFF | create
NPS_PROGRAM | create
FACILITY | create

Name: RECOMMENDRESOURCE_ALLOCATIONS

Description: Recommend internal allocation of fiscal and manpower resources. [SORM: 215.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: RECONCILE_BUDGET_RECORDS

Description: Ensure that department and budget office financial and personnel records are reconciled. [SORM: 212.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

389
Name: RECORD_SAFETY_PROBLEMS
Description: Record safety and occupational health violations and deficiencies, coordinate actions for corrections, conduct follow-up inspections, and maintain status report on actions taken. [SORM: 202.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: RECORD_SECURITY_INV_AND_CLRNCES
Description: Ensure that personnel security investigations, clearances, and access are recorded. [SORM: 243.b.(17)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: RECRUIT_ADP_PERSONNEL
Description: Recruit qualified personnel within the authorized allowance and recommend their appointment to the Dean of Computers and Information Services. [SORM: 276.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTER_CENTER

Name: RECRUIT_AVIATION_INSTRUCTORS
Description: Recruit qualified instructors within authorized allowances and recommend their appointment to the Director of Programs. [SORM: 229.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: RECRUIT_FACULTY_AND_STAFF
Description: Recruit qualified academic personnel for faculty and staff, within authorized allowances. [SORM: 287.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_ACADEMIC_ASSOCIATE_APPTS

Description: Recommend to the Provost/Academic Dean, in coordination with the Director of Programs and the Chairs of Departments and Groups, individuals for appointment as Academic Associates. [SORM: 280.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: REC_ACADEMIC_DEPT_CHAIRS

Description: Recommend to the Provost/Academic Dean individuals for appointment as chairpersons of the academic departments and groups. [SORM: 286.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: REC_ASSOCIATE_DEANS_OF_INST

Description: Recommend to the Provost/Academic Dean individuals for appointment as Associate Deans of Instruction. [SORM: 280.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: REC_ASSOCIATE_DEAN_OF_FACULTY

Description: Recommend to the Provost/Academic Dean individuals for appointment as Associate Dean of Faculty. [SORM: 286.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS
Name: REC_ASSOCIATE_DEPT_CHAIRS
Description: Recommend to the Provost/Academic Dean faculty to be designated as Associate Chairs to assist with administrative duties. [SORM: 287.b.(21)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_ASSOCIATE_RESEARCH_DEANS
Description: Recommend individuals to the Provost/Academic Dean for appointment as Associate Dean of Research. [SORM: 289.b.(10)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: REC_CODE_05_ASSOCIATE_DEANS
Description: Recommend to the Provost/Academic Dean individuals for appointment as Associate Deans of Computer and Information Services. [SORM: 275.b.(3)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: REC_FACILITY_IMPROVEMENTS
Description: Recommend ways of improving the facility and (Public Works) organization to the Public Works Officer. [SORM: 253.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: REC_FACULTY_AND_STAFF
Description: Recommend faculty and staff appointment to the Dean of Faculty and Graduate Studies, the Provost/Academic Dean, and the Superintendent. [SORM: 287.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_FACULTY_FOR_AWARD_AND_PROMO

Description: Recommend faculty for pay steps, promotion, tenure, bonuses, and recognition awards per established procedures. [SORM: 287.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_FACULTY_PROMOTION_AND_AWARDS

Description: Recommend to the Provost/Academic Dean individual faculty for promotion, tenure, pay raises, bonuses and awards. [SORM: 286.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: REC_HOUSING_ELIGIBILITY_REGS

Description: Recommend regulations and procedures with regard to application, eligibility, and/or assignment of housing or quarters. [SORM: 254.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: REC_NEW_WAYS_FOR_TASKS

Description: Investigate and recommend ways of accomplishing tasks, such as Job Order Contracting, using Public Works Center, Oakland, etc. [SORM: 258.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: REDUCE_ENERGY_AND_H2O_USE

Description: Plan and implement energy and water use reduction. [SORM: 253.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: REFER_SEC_INCIDENTS_TO_NIS

Description: Ensure incidents falling under the investigative jurisdiction of the Naval investigative Service (NIS) are immediately referred to the Naval Investigative Service, Monterey office. [SORM: 243.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: RELATE_POLICY_AND_MANNING_NEEDS

Description: Represent and advise all levels of management in relating program policy and requirements to manpower needs and decisions. [SORM: 217.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: REMAIN_INFORMED_OF_POLICIES

Description: In performing their duties, staff members shall keep themselves informed of the Superintendent’s policies, and shall act accordingly. [SORM: 108.c.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: RENDER_LEGAL_ASSISTANCE

Description: Render legal assistance to the School and tenant command military personnel, retired personnel, and their dependents pursuant to the JAGMAN, Chapter VII. [SORM: 203.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

394
Name: REPORT_BUDGET_EXECUTION_PROBLEMS

Description: Inform management of potential budget execution difficulties. [SORM: 212.b.(3)]

Type: Process
Not Repetitive
Online Implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: REPORT_EDUCATIONAL_ACHIEVEMENTS

Description: Ensure that all officers' educational achievements are reported to appropriate personnel management offices in order to guarantee that appropriate subspecialty coding and/or educational level coding occurs in a timely and accurate manner. [SORM: 200.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: REPORT_SPOUSE_OR_CHILD_ABUSE

Description: Ensure all identified and suspected spouse or child abuse cases are reported to appropriate military and civil authorities through the Director of Military Operations. [SORM: 267.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_ADOVACY_PRGM

Name: REPORT_THREATS_AND_SEC_VIOLATION

Description: Ensure that threats to security, compromises, and other security violations are reported, recorded and, when necessary, investigated vigorously. [SORM: 243.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRGM

Name: REPORT_VA_AND_MCR_RESULTS

Description: Establish and maintain a formal system of
quarterly reporting of results of Vulnerability Assessments (VA) and Management Control Reviews (MCR) to the Superintendent. [SORM: 205.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: REPRESENT_ACADEMIC_AND_ADMIN_NPS

Description: Represent the organization in academic and administrative matters, both inside and outside the School. [SORM: 287.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REPRESENT_AVIATION_SAFETY_PRGMS

Description: Represent Aviation Safety Programs in academic and administrative matters. [SORM: 229.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: REPRESENT_MANAGEMENT

Description: Advise and represent management on all labor relations matters, (e.g., union elections, negotiations, unfair labor practice complaints, etc.). Process all employee grievances, complaints, and appeals; advise and assist on disciplinary actions, performance appraisals and ratings, pay and leave administration; administer performance management, foreign national visa processing, federal employees compensation program, suitability, etc. [SORM: 217.b.(11)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_&_HRO_FUNCTIONS

Name: REPRESENT_MIL_FACULTY_IN_EVENTS

Description: Participate in events as the representative of the military faculty, as appropriate. [SORM: 288.b.(9)]
Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: REPRESENT_MIL_FAC_IN_MTGS

Description: Participate in Dean and Chair meetings, and General Faculty meetings to represent the military faculty. [SORM: 288.b.(7)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: REPRESENT_NPS_ON_CIVIC_COMMITTEE

Description: Represent the command on such civic boards and committees as may be assigned. [SORM: 241.b.(3)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Name: REPRESENT_THE_AIR_FORCE

Description:

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: COORDINATE_SERVICE_REPS

Subordinates: SERVE_AS_C3_AND_SP_CURRIC_OFFCR
              MAINTAIN_LIAISON_WITH_USAF_CMDs
              MAINTAIN_USAF_PUB_FILE
              COUNSEL_USAF_STUDENTS
              SCHEDULE_USAF_MEETINGS
              REVIEW_USAF_PERF_REPORTS
              PROVIDE_USAF_LIAISON_OFFICE

Name: REPRESENT_THE_ARMY

Description:

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: COORDINATE_SERVICE_REPS
Subordinates:  MAINTAIN_LIAISON_WITH_ARMY_HQ
               MAINTAIN_ARMY_PUB_FILE
               COUNSEL_ARMY_STUDENTS
               PROVIDE_ADMIN_SUPPT.TO_USA_OFFCR
               REVIEW_ARMY_OFFCR_PRFRMNCE_RPTS

Name:        REPRESENT_THE_MARINE_CORPS

Description:

Type:  Process
       Not Repetitive
       Online implementation suggested

Subordinate of:  COORDINATE_SERVICE_REPS

Subordinates:  MAINTAIN_LIAISON_WITH_USMC_HQ
                MAINTAIN_USMC_PUB_FILE
                COUNSEL_USMC_OFFICERS
                LOCALLY_REPRESENT_USMC
                PERFORM_FACULTY_DUTIES_AS_USMC
                REVIEW_USMC_FITREPS
                COORDINATE_USMC_EDUCATION

Name:        REP_SUP_IN_CIVIC_COMMUNITY

Description:  Represent the Superintendent on such civic
               boards and committees and at such civic and social
               events as may be assigned.  [SORM: 240.b.(3)]

Type:  Process
       Not Repetitive
       Online implementation suggested

Subordinate of:  ASSIST_SUPERINTENDENT

Name:        REP_SUP_LIAISON_OTHER_SERVICES

Description:  Represent the Superintendent in matters
               involving the Coast Guard, and liaison with area
               commands of the other Armed Forces.  [SORM: 240.b.(2)]

Type:  Process
       Not Repetitive
       Online implementation suggested

Subordinate of:  ASSIST_SUPERINTENDENT

Name:        RETRIEVE_CLASSIFIED_INFORMATION

Description:  Retrieve classified information.  [SORM:
               277.b.(3)]

Type:  Process
       Not Repetitive
       Online implementation suggested
Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: REVIEW_ALL_UNCLAS_MATERIAL

Description: Serve as a central point for the review of all unclassified material intended for publication in the public domain, coordinating the reviews with the Security Manager and the Chief of Naval Operations. [SORM: 242.b.(13)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: REVIEW_ARMY_OFFCR_PRFRMNCE_RPTS

Description: Review officer performance reports on all Army officer faculty and students assigned to NPS and ensure that they are appropriately forwarded to HQDA. [SORM: 232.b.(5)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: REVIEW_CORRESPONDENCE

Description: Review the Superintendent's official incoming and outgoing correspondence. [SORM: 204.b.(1)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: REVIEW_EDUCATIONAL AREAS

Description: Provide for a continuing review of, and advanced planning for, all educational areas and their professional application. [SORM: 210.b.(3)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates: ENSURE_CURRICULA_STANDARDS

Name: REVIEW_STUDENT_ACADEMIC_RECORDS
Description: Review the records of all students assigned to the curricula under their purview. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENTSUPERVISION

Name: REVIEWTELCOPROPOSALS

Description: Review proposals put forth by telephone company representatives (i.e., AT&T, PACBELL) and determine responsible agent for repair or new work. [SORM: 261.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAINNPS_TELEPHONE_SYSTEMS

Name: REVIEW_USAF_PERF_REPORTS

Description: Review officer performance reports on all Air Force officer students and faculty assigned to NPS, and forward them to Operating Location A. [SORM: 233.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: REVIEW_USMC_FITREPS

Description: Review fitness reports on all Marines assigned to the Naval Postgraduate School and forward them to Headquarters, U.S. Marine Corps. [SORM: 231.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: ROUTE_AND_FILE_CODE_03_MESSAGES

Description: Ensure the proper routing and filing of Code 03 messages. [SORM: 226.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR
Name: SCHEDULE_FLAG_APPOINTMENTS

Description: Arrange appointments for the Superintendent and maintain the Superintendent's appointment schedule. [SORM: 201.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: SCHEDULE_GRADUATION

Description: Schedule facilities, process work requests, order caps and gowns, schedule the band, and ensure printing of diplomas, awards, and graduation programs. [SORM: 226.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: SCHEDULE_USAF_MEETINGS

Description: Schedule all Air Force meetings when required to disseminate information of interest to Air Force personnel. [SORM: 233.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: SCREEN_AND_CLASSIFY_JOB_ORDERS

Description: Screen, classify, and prepare job orders prior to submission to the shops for accomplishment. [SORM: 258.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: SCREEN_PHD_PROGRAM_CANDIDATES

Description: Publicize doctoral quotas for PhD programs and screen applicants to ensure academic eligibility. [SORM: 223.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: SEARCH_ONLINE_CLASSIFIED_BIBLIOS

Description: Provide on-line (classified) bibliographic search services. [SORM: 277.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: SEARCH_UNCLAS_ONLINE_BIBLIOS

Description: Provide governmental and commercial unclassified on-line bibliographic search services. [SORM: 277.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: SELECT_EEO_PERSONNEL

Description: Select or assist the SUpintendent with the selection of special emphasis program managers, EEO committee members, and EEO counselors; provide training and guidance to these individuals in carrying out their assigned responsibilities. [SORM: 206.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: SELECT_MENNEKEN_AWARD_WINNER

Description: Be responsible for selection of the Menneken research Award winner. [SORM: 289.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: SELECT_PRGMS_PER_NAVY_POLICY

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Description: Ensure that student program selections are in consonance with Navy and DoD policies and needs. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: SERVE_AS_03_ADAPTION_OFFICER

Description: Serve as action officer for ADP taskings [in Code 03]. [SORM: 225.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_03_TRAINING_OFFICER

Description: Act as training officer, monitoring the needs of Code 03. [SORM: 225.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_ADMIN_DIV_OFFICER

Description: Act as Administrative Services Division Officer. [SORM: 246.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SERVE_AS_ADAP_SECURITYConsulta

Description: Serve as a consultant, providing standards, procedures, technical advice, and assistance to management, staff, faculty, and individual ADP System Project Managers. [SORM: 279.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADAP_SECURITY_PROGRAM
Name: SERVE_AS_ADAP_TECHNICAL_AUTHORITY

Description: Serve as the command's technical authority on matters related to application system design, database management, networks and distributed systems, the introduction of new technology for administratives systems into the School, and the administration of the NPS Life Cycle Management program. [SORM: 278.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SERVE_AS_BOARDING_OFFICER

Description: Serve as the Boarding Officer for ship visits. [SORM: 242.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ORGANIZE_PORT_VISITS

Name: SERVE_AS_C3_AND_SP_CURRIC_OFFCR

Description: Serve as the Curricula Officer for the Joint Command, Control, and Communications Programs and Space Systems Curricula Office. [SORM: 233.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: SERVE_AS_CACO_COORDINATOR

Description: Serve as Casualty Assistance Calls Program Coordinator. [SORM: 267.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: SERVE_AS_CNWDI_OFFICER

Description: Serve as Critical Nuclear Weapons Development Information (CNWDI) Officer. [SORM: 243.b.(25)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_AS_CODE_03_REP_TO_SAC

Description: Serve as the Code 03 representative to the Space Allocation Committee (SAC). [SORM: 225.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_COMMAND_LEGAL_ADVISOR

Description: Participate as Command Legal Advisor in the processing of nonjudicial punishment cases. [SORM: 203.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: SERVE_AS_EDUCATIONAL_LIAISON

Description: Act as liaison between the School and professional organizations such as the American Association for Higher Education, and liaison with corporations such as the Educational Testing Service. [SORM: 280.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: SERVE_AS_EEO_REPRESENTATIVE

Description: Represent the Superintendent in community organizations concerned with Equal Employment Opportunity. [SORM: 206.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: SERVE_AS_EVENT_ACTION_OFFICER

Description: Serve as Action Officer for all ceremonies and student events, including One-Stop Check-in/Out, staff

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award ceremonies, etc. [SORM: 225.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_EXEC_SEC_OF_IRMEB

Description: Serve as Executive Secretary of the Information Resources Management Executive Board. [SORM: 275.c.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE COMPUTING AND IRM

Name: SERVE_AS_INFO_SEC_ADVISOR

Description: Serve as the Superintendent's advisor and direct representative in matters pertaining to the security of classified information and personnel security. [SORM: 243.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_AS_NATO_CONTROL_OFFicer

Description: Serve as NATO Control Officer. [SORM: 243.b.(24)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_AS_NAVSUP_CONTRACT_OFFCR

Description: Serve as the Contracting Officer of the Naval Supply Systems Command for NPS. [SORM: 247.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SERVE_AS_NPS_CONTRACT_OFFICER
Description: Act as the Contracting Officer for the command, appointing additional contracting officers and ordering officers as necessary. [SORM: 247.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SERVE_AS_NPS_FAMILY_ADVOACY_OFF

Description: Serve as NPS Family Advocacy Officer. [SORM: 267.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_ADVOACY_PRGM

Name: SERVE_AS_OICC_OR_ROICC

Description: Act as the Officer in Charge of Construction (OICC) and/or the Resident Officer in Charge of Construction (ROICC). [SORM: 251.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: SERVE_AS_POC_FOR_PATENTS

Description: Serve as POC for NPS patent submissions. [SORM: 289.b.(11)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: SERVE_AS_POC_WITH_PERS66

Description: Serve as NPS point of contact with PERS-66. [SORM: 267.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER
Name: SERVE_AS_SAFETY_CONSULTANT
Description: Serve as technical consultant to the Labor and Employee Relations Officer in coordinating the School's S&OH Program with representatives of the labor organization as required by negotiated labor agreements. [SORM: 202.b.(17)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: SERVE_AS_SENIOR_WATCH_OFFICER
Description: Serve as Senior watch Officer. [SORM: 241.b.(5)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: SERVE_AS_SUPPLY_DIVISION_OFFICER
Description: Act as the Supply Division Officer. [SORM: 249.c.]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: MANAGE_CONTROLS_DIVISION

Name: SERVE_AS_TOP_SECRET_CONTROL_OFCSR
Description: Serve as the Top Secret Control Officer. [SORM: 243.b.(23)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_NPS_BOARD_AS_SECRETARY
Description: Serve as Executive Secretary of the NPS Board of Advisors. [SORM: 204.b.(3)]
Type: Process
       Not Repetitive
       Online implementation suggested
Subordinate of: PROVIDE_ADMIN_ASSISTANCE
Name: SERVE_ON_AFDCSB
Description: Represent NPS on the Armed Forces Disciplinary Control Board. [SORM: 262.b.(16)]
Type: Process
         Not Repetitive
         Online implementation suggested
Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SERVE_ON_NPS_CMD_SURVEY_BOARD
Description: Serve as Chairperson or member of the NPS Command Survey Board as determined by the Superintendent. [SORM: 262.b.(9)]
Type: Process
         Not Repetitive
         Online implementation suggested
Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SERVE_ON_NPS_PLANNING_BOARD
Description: Participate as a member of the NPS Planning Board and act as Chair in the absence of the Provost. [SORM: 220.b.(8)]
Type: Process
         Not Repetitive
         Online implementation suggested
Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Name: SERVE_ON_PLANNING_BOARD
Description: Serve as primary member of the Planning Board. [SORM: 275.c.(1)]
Type: Process
         Not Repetitive
         Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SERVE_SUP_AS_ADP_DAA
Description: Serve as a technical advisor to the Superintendent in the capacity of Designated Approval Authority on all matters relating to ADP Security. [SORM: 279.b.(2)]
Type: Process
         Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADJ_SECURITY_PROGRAM

Name: SERVE_US_FOREIGN_POLICY

Description: Serve as an effective instrument of U.S. foreign policy, by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas. [SORM: 200.b.(21)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Name: SIGN_ACADEMIC_BY_DIRECTION

Description: Sign, by direction, routine official correspondence pertaining to NPS academic matters, and not related to the mission, efficiency, or policy of the command. [SORM: 210.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EXERCISE_NPS_RESPONSIBILITIES

Name: SIGN_ADMIN_BY_DIRECTION

Description: Sign, by direction, routine official correspondence pertaining to administrative matters, and not related to the mission, efficiency, or policy of the command. [SORM: 204.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: SIGN_ADMIN_MATRS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to administrative matters, and not related to the mission, efficiency, or policy of the command. [SORM: 246.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SIGN_ADMIN_MATTERS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to administrative matters, and not related to the mission, efficiency, or policy of the command. [SORM: 245.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Name: SIGN_AVIATION_SAFETY_BY_DIR

Description: Sign, by direction, official correspondence pertaining to the Aviation Safety Program, and not related to the mission, efficiency, or policy of the command. [SORM: 229.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: SIGN_BUDGET_BY_DIRECTION

Description: Sign, by direction, routine official correspondence and reports pertaining to the School's budget, and not related to the mission, efficiency, or policy of the command. [SORM: 216.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: SIGN_CIV_INST_BY_DIRECTION

Description: Sign, by direction, official correspondence pertaining to civilian institution students and programs, and not related to the mission, efficiency, or policy of the command. [SORM: 223.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM
Name: SIGN_CODE_04_FITREPS_BELOW_CDR
Description: Sign fitness reports for officers below the rank of Commander assigned to the Military Operations Directorate, including Naval Reserve Officers on two weeks active duty for training. [SORM: 240.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: SUPERVISE_CODE_04_DIV_OFF

Name: SIGN_CONTRACT_AND_SUPPLY_BY_DIR
Description: Sign, by direction, routine official correspondence pertaining to contracting and supply, and not related to the mission, efficiency, or policy of the command. [SORM: 247.b.(10)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SIGN_EEO_BY_DIRECTION
Description: Sign, by direction, official; correspondence pertaining to the School's Equal Opportunity Program, and not related to the mission, efficiency, or policy of the command. [SORM: 206.b.(9)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: IMPLEMENT_EEO_POLICIES

Name: SIGN_FSC_BY_DIRECTION
Description: Sign, by direction, routine official correspondence pertaining to family service, family advocacy, and casualty affairs, and not related to the mission, efficiency, or policy of the command. [SORM: 267.b.(9)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: SIGN_HRO_BY_DIRECTION
Description: Sign, by direction, routine official
correspondence pertaining human resources management, and not related to the mission, efficiency, or policy of the command. [SORM: 217.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: SIGN_LEGAL_BY_DIRECTION

Description: Sign, by direction, routine official correspondence pertaining to legal matters, and not related to the mission, efficiency, or policy of the command. [SORM: 203.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: SIGN_MIL_OPS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to NPS military operations and enlisted personnel, and not related to the mission, efficiency, or policy of the command. [SORM: 240.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Subordinates: SIGN_ROUTINE_MIL_OPS_BY_DIR

Name: SIGN_NPS_STUDENTS_BY_DIRECTIONS

Description: Sign, by direction, official correspondence pertaining to NPS students, and not related to the mission, efficiency, or policy of the command. [SORM: 222.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: SIGN_O4_OFFICER_EVALS

Description: Sign fitness reports and officer evaluation reports for O-4 and below military faculty. [SORM: 288.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: SIGN_PHYS_SECURITY_BY_DIR

Description: Sign, by direction, routine official correspondence pertaining to NPS physical security and fire protection, and not pertaining to the mission, efficiency, or policy of the command. [SORM: 262.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SIGN_RESOURCES_BY_DIRECION

Description: Sign, by direction, routine official correspondence pertaining to resource management, and not related to the mission, efficiency, or policy of the command. [SORM: 215.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: SIGN_ROUTINE_MIL_OPS_BY_DIR

Description: Sign, by direction, routine official correspondence pertaining to military operations, and not related to the mission, efficiency, or policy of the command. [SORM: 241.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SIGN_MIL_OPS_BY_DIRECTION

Name: SIGN_SAFETY_BY_DIRECTION

Description: Sign, by direction, routine official correspondence and reports pertaining to the School's S&OH program, and not related to the mission, efficiency, or policy of the command. [SORM: 202.b.(26)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: SIGN_SEC_MATTERS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to NPS security matters, and not related to the mission, efficiency, or policy of the command. [SORM: 243.b.(26)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SIGN_STUDENTS_AND_CURRIC_BY_DIR

Description: Sign, by direction, official correspondence pertaining to NPS students and curricular programs, and not related to the mission, efficiency, or policy of the command. [SORM: 221.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: SIGN_STUDENTS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to postgraduate students and programs at NPS and other civilian universities, and not related to the mission, efficiency, or policy of the command. [SORM: 220.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Name: SIT_ON_NPS_PLAN_BOARD

Description: Serve as a memeb of the NPS Planning Board. [SORM: 289.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM
**Name:** STAY_FAMILIAR_WITH_CIV_INSTITUTE

**Description:** Maintain familiarity with related activities at civilian educational institutions and technical and industrial organizations in order that curricula and courses may be kept abreast of educational and technical advances. [SORM: 287.b.(16)]

**Type:** Process  
Not Repetitive  
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

**Name:** STIMULATE_PUBLIC_INTEREST_IN_NPS

**Description:** Stimulate public interest in the NAVy and NPS through liaison with civilian organizations, including community, business, and civic leaders. [SORM: 242.b.(7)]

**Type:** Process  
Not Repetitive  
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

**Name:** STUDENT_PROJECT_OFFICER

**Description:**

**Type:** Process  
Not Repetitive  
Online implementation suggested

Subordinate of: MANAGE_PROGRAMS_AND_PLANS

Subordinates: PRODUCE_MMTR  
PRODUCE_MONTHLY_NITRAS_REPORT  
MAINTAIN_AOB_STATISTICS  
ASSIST_PRODUCTION_GERG_AND_GERB  
PROVIDE_COMMAND_BRIEF_DATA

**Name:** SUBMIT_ACAD_ADJ_BUDGET_COST_EST

**Description:** Submit (academic computing) cost estimates for the annual budget to the Dean of Computer and Information Services. [SORM: 276.b.(4)]

**Type:** Process  
Not Repetitive  
Online implementation suggested

Subordinate of: MANAGE_COMPUTER_CENTER

**Name:** SUBMIT_ACADRESOURCE_REQUESTS
Description: Submit yearly resource requests to the Dean of
Faculty and Graduate Studies. [SORM: 287.b.(17)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUBMIT_ADMIN_ADJ_BUDGET_COST_EST

Description: Submit (administrative computing) cost
estimates for the annual budget to the Dean of Computer
and Information Services. [SORM: 278.b.(5)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: SUBMIT_ADMISSIONS_BUDGET_REQ

Description: Prepare and submit budget requirements as
directed. [SORM: 285.b.(7)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: OVERSEE_ADMISSION_RECORD_PROCESS

Name: SUBMIT_BASEREP_ANNUALLY

Description: Prepare and submit the annual Shore Base
Readiness Report (BASEREP). [SORM: 245.b.(3)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Name: SUBMIT_CIV_INST_BUDGETS

Description: Prepare and submit budget requirements as
directed. [SORM: 223.b.(9)]

Type: Process
      Not Repetitive
      Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: SUBMIT_COURSE_JOURNALS
Description: Insure that a journal for each course taught is submitted. [SORM: 267.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUBMIT_FOREIGN_STUDENT_PRGM_RPTS

Description: Meet all requirements and submit all required correspondence and reports pertaining to international students in coordination with the Director of Programs. [SORM: 230.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL_PROGRAMS

Name: SUBMIT_GRADES_ON_TIME

Description: Ensure that grades for each student are submitted to the Registrar within the prescribed time limits. [SORM: 267.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUBMIT_LIBRARY_BUDGET_COST_EST

Description: Submit cost estimates for the annual budget to the Comptroller via the Dean of Computer and Information Services. [SORM: 277.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: SUBMIT_QTRLY_RELIGIOUS_REPORT

Description: Report a quarterly summary of activities to the Claimant Staff Chaplain. [SORM: 266.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

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Name: SUBMIT_RESEARCH_BUDGET_REQUEST

Description: Prepare and submit budget requirements as directed. [SORM: 269.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: SUBMIT_SUPPLY_BUDGETS

Description: Prepare and submit fiscal year and out-year budget requirements to the Director of Military Operations. [SORM: 247.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SUBMIT_TEXTBOOK_REQUIREMENTS

Description: Insure that textbook requirements for their courses are submitted. [SORM: 287.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUPERVISE_8_HRO_FUNCTIONS

Description: Directly or through subordinate supervisors, supervise the following human resources functions:
(a) Employee-Management Relations
(b) Affirmative Employment and/or Recruitment
(c) Employee Services
(d) Position Classification
(e) Employee Development
(f) Equal Employment Opportunity
(g) Automation
(h) Drug Free Work Place Program.
[SORM: 217.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Subordinates: REPRESENT_MANAGEMENT
PROCESS_RECRUITMENT_ACTIONS
PROVIDE_EMPLOYEE_SERVICES
CLASSIFY_CIVILIAN_POSITIONS
DEVELOP_EMPLOYEES
ADMINISTER_EEO_PROGRAMS
ADMINISTER_HRO_AUTOMATION
MANAGE_DRUG_FREE_WORK_PLACE_PRGM

Name: SUPERVISE_ACADEMIC_ASSOCIATES
Description: Supervise the activities of the Academic Associates. [SORM: 280.b.(10)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS
Subordinates: SUPERVISE_STUDENT_ACADEMIC_PROGR
SUPERVISE_CURRIC_DEvelopment

Name: SUPERVISE_ACADEMIC_BUDGET_OFFICE
Description: Supervise the academic budget office. [SORM: 211.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PLAN_ACADEMIC_AFFAIRS
Subordinates: DEVELOP_BUDGET_TRACKING_SYSTEMS
DEVELOP_BUDGET_MGMT_REPORTS
REPORT_BUDGET_EXECUTION_PROBLEMS
PROVIDE_BDGT_EXECUTION_SOFTWARE
RECONCILE_BUDGET_RECORDS

Name: SUPERVISE_ACADEMIC_COMPUTING
Description: Supervise the activities of the Academic Computing Services. [SORM: 275.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SUPERVISE_ACADEMIC_DEPT
Description: Organize and supervise the department/group, including assigned personnel, to carry out the educational policies of the School and to accomplish the objectives of the various curricula. [SORM: 287.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Subordinates: ACCOMPLISH_CURRICULA_OBJECTIVES

Name: SUPERVISE_ACADEMIC_DEPT_CHAIRS

Description: Supervise the Chairs of the Academic Departments and Groups. [SORM: 286.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Subordinates: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUPERVISE_Acad_POTENTIAL_EVAL

Description: Supervise the academic-potential evaluation of newly commissioned U.S. Navy officers and all other potential students for whom an evaluation request has been received. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACAD_EVAL_RCRD_PROCESS

Name: SUPERVISE_ADMIN_ADG_NEW_TECH

Description: Supervise planning, acquisition, and introduction of new technology to enhance productivity of the School's administrative support elements. [SORM: 278.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: SUPERVISE_ADMIN_PHYSICAL_SEC_DIV

Description: Provide administrative supervision of the Admin/Physical Security Division of the Security Department. [SORM: 262.b.(12)]

The Admin/Physical Security Division is responsible for administrative records, traffic, physical security, loss prevention, and key control. [SORM: 262.c.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SUPERVISE_ADMIN_RESPONSIBILITIES
Description: Supervise the administrative aspects and responsibilities of the command. [SORM: 245.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Name: SUPERVISE_ADMISSIONS
Description: Supervise and provide guidance to the Director of Admissions. [SORM: 280.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates:
OVERSEE_ADMISSION_RCRD_PROCESS
OVERSEE_ACAD_EVAL_RCRD_PROCESS
ADMINISTER_NPS_SELF_STUDY_PRGMS

Name: SUPERVISE_ADG_SECURITY_OFFICER
Description: Supervise the activities of the ADG Security Officer. [SORM: 275.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SUPERVISE_AVIATION_SAFETY_DIV
Description: Organize and supervise the Aviation Safety Programs Division to carry out the educational policies of the Superintendent and accomplish curricula objectives. [SORM: 229.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM
Name: SUPERVISE_BQ_STAFF

Description: Supervise the BQ staff, ensuring their adherence to NAVPERS 15606 and other pertinent regulations for effective control of BQ operations. [SORM: 269.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: SUPERVISE_CLASS_SCHEDULING

Description: Supervise and be responsible for class scheduling. [SORM: 282.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: PREPARE_QRTLY_ACADEMIC_INST_SCHD
PREPARE_QRTLY_FINAL_EXAM_SCHD
MAINTAIN_ACAD_SPACE_SCHD
ALLOCATE_CLASS_SPACE_AS_AVAIL

Name: SUPERVISE_CODE_03_OPTAR

Description: Supervise the Directorate Operating Target (OPTAR) fund. [SORM: 221.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: SUPERVISE_CODE_04_DIV_OFF

Description: Supervise Code 04 Division Officers. [SORM: 244.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Subordinates: SIGN_CODE_04_FITREPS_BELOW_CDR

Name: SUPERVISE_COMMANDURALYSIS

Description: Supervise the Command Uralalysis Program.
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: SUPERVISE_COM_OFF_AND_FAC_CLUB

Description: Exercise overall administration and supervision of the operation of the Commissioned Officers and Faculty Club. [SORM: 263.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Name: SUPERVISECOORD_SPECIAL_EVENTS

Description: Provide assistance and supervision in the coordination of special activities, such as military balls, tennis and softball tournaments, music and drama productions, etc. [SORM: 265.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: SUPERVISE_CURRICULAR_TEAMS

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_CURRICULA

Subordinates: COLLABORATE_WITH_NPS_STAFF
KEEP_STD_MONITORING_PROCEDURES
ENSURE_CURRIC_MEETS_DEGREE_REQMT
ENSURE_CURRIC_MEETS_PROF_REQMTS
ENSURE_CURRIC_CONSISTENCY
ESTABLISH_STANDARD_CURRICULA
KEEP_PROF_OBJ_FOR_CURRIC_PRGM
LIAISON_WITH_MILITARY_SPONSORS
BE_FAMILIAR_WITH_CIV_INS_PRGMS
BE_KNOWLEDGEABLE_ABOUT_TRNSFR_FLD
FOSTER_FACULTY_PARTICIPATION
MAINTAIN_RELEVANT_COURSE_CONTENT
COLLABORATE_WITH_ACADEMIC_DEPTS
ADAPT_GEN_PROC_TO_CURRIC_PRGM
CURRICULAR_OFFICER_PROGRAM_DUTY

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**Expected Effects:**

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<thead>
<tr>
<th>Entity Type</th>
<th>Expected Actions</th>
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</thead>
<tbody>
<tr>
<td>GENERIC_INSTRUCTION_CAPACITY</td>
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</tr>
<tr>
<td>NPS_PLAN</td>
<td>create</td>
</tr>
<tr>
<td>NPS_PROGRAM</td>
<td>create</td>
</tr>
<tr>
<td>GENERIC_GUIDANCE</td>
<td>create</td>
</tr>
<tr>
<td>FACILITY</td>
<td>create</td>
</tr>
<tr>
<td>AGREEMENT</td>
<td>create</td>
</tr>
</tbody>
</table>

**Name:** SUPERVISE_CURRIC.DEVELOPMENT

**Description:** Supervise curriculum development and content in liaison with the curricular officers for their curricula. [SORM: 281.a.]

**Type:**
- Process
- Not Repetitive
- Online implementation suggested

**Subordinate of:** SUPERVISE_ACADEMIC_ASSOCIATES

**Name:** SUPERVISE_ENLISTED_CLUB.OPS

**Description:** Exercise overall administration and supervision of the operation of the Enlisted Club. [SORM: 263.b.(1)]

**Type:**
- Process
- Not Repetitive
- Online implementation suggested

**Subordinate of:** ADMINISTER_MWR_ACTIVITIES

**Name:** SUPERVISE_ENLISTED_GALLEY.ORG

**Description:** Be responsible for the organization and operation of the Enlisted galley per the applicable provisions of Navy Regulations, General Orders, the Naval Supply Systems Command, and command directives. [SORM: 250.b.(1)]

**Type:**
- Process
- Not Repetitive
- Online implementation suggested

**Subordinate of:** ASSIST_OPERATE_ENLISTED_GALLEY

**Name:** SUPERVISE_ENLISTED_TRAINING

**Description:** Supervise NPS enlisted personnel training. [SORM: 244.b.(2)]

**Type:**
- Process
- Not Repetitive
- Online implementation suggested
Name: SUPERVISE_FACILITIES_ANDUTILITY

Description: Be responsible for the planning, design, maintenance, and repair of Nps facilities and utilities, performing assigned duties per the technical standards promulgated by the Naval Facilities Engineering Command and the Geographical Engineering Field Division. [SORM: 251.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: SUPERVISE_FIRE_DIVISION

Description: Provide administrative supervision for the Fire Division of the Security Department. [SORM: 262.b.(12)]

The Fire Division is responsible for fire prevention, fire protection, and emergency medical service. [SORM: 262.c.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SUPERVISE_FORECASTING_FUNCTION

Description: Supervise and be responsible for the forecasting function. [SORM: 282.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: PROVIDE_FUTURE_REQ_PREDICT_DATA PROVIDE_PRESCHEDULING_DATA

Name: SUPERVISE_HAZMAT_CONTROL_PRGM

Description: Be responsible for the operation of the Hazardous Material Control Program. [SORM: 248.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: SUPERVISE_INBOUND_FREIGHT_OPS

Description: Be responsible for receiving functions including receipt, identification, delivery, and accountability of inbound freight. [SORM: 248.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_SHIPPING_AND_RECEIVING

Name: SUPERVISE_INSTITUTIONAL_RESEARCH

Description: Supervise the activities of the Institutional Research Office. [SORM: 211.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Subordinates: DEVELOP_INFORMATION_DATABASES
DEVELOP_REQUESTED_REPORTS
DESIGN_SYSTEMS

Name: SUPERVISE_INVESTIGATIVE_DIVISION

Description: Provide administrative supervision of the Investigative Division of the Security Department. [SORM: 262.b.(12)]

The Investigations Division is responsible for investigations, crime prevention, and juvenile matters. [SORM: 262.c.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SUPERVISE_LIBRARY

Description: Supervise the activities of the Library. [SORM: 275.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM
Name: SUPERVISE_MATERIAL_HANDLING_EQPT

Description: Be responsible for the assignment, use of, and preparation of reports regarding Material Handling Equipment. [SORM: 248.b.(7)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_THE_PERSONAL_PROP_PRGM

Name: SUPERVISE_MATERIAL_ISSUE_CONTROL

Description: Be responsible for the issue control of materials including: technical screening of all requisitions and issue documents, processing stock requisitions and issue documents, and maintaining controls files of requisition transactions. [SORM: 249.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: SUPERVISE_MATL_RECEIPT_CONTROL

Description: Be responsible for receipt control of incoming material including: processing of commercial invoices for payment, modifying purchase orders, and maintaining purchase order files. [SORM: 249.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: SUPERVISE_METERED_MAIL_ROOM

Description: Supervise the Metered Mail Room. [SORM: 246.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SUPERVISE_MIS_ACTIVITIES

Description: Supervise the activities of the Management Information Systems division. [SORM: 275.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SUPERVISE_MULTIUSER_SYS_DATA
Description: Supervise data and database administration for multi-user and multi-department shared information systems. [SORM: 278.b.(7)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: SUPERVISE_NAVY_GOLF_COURSE
Description: Arrange and coordinate recreational activities and events, including the Navy Golf Course and Pro Shop. [SORM: 265.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: SUPERVISE_NPS_BACHELOR_QUARTERS
Description: Function as an assistant for the operation and supervision of the command's Bachelor Quarters (officer and enlisted) and the Superintendent's Guest Quarters (SGQ). [SORM: 269.a.]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: COORDINATE_ALL_BQ_OPERATIONS
ASSIGN_BQ_OPS_PERSONNEL
ADMINISTER_BQ_OPS
ENFORCE_BQ_RULES_AND_REGS
SUPERVISE_BQ_STAFF
TRAIN_BQ_STAFF
MAINTAIN_BQ_STANDARDS
LIAISON_PW_PROGRAM_BQ_MAINT
PROVIDE_BQ_MAINT_REQUIREMENTS
INTEGRATE_BQ_REQMTS_INTO_PLANS
CONDUCT_ANNUAL_INSPECT_WITH_PW
VERIFY_BQ_REPORT_ACCURACY

Expected Effects:
<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Expected Actions</th>
</tr>
</thead>
</table>

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MILITARY_OPS_SUPPORT_CAPABILITY create
AUTOMATED_INFO_SYSTEM_RESOURCE create
GENERIC_BUDGET create
FACILITY create
GENERIC_GUIDANCE create
LOCATION create
MATERIAL create
NPS_PLAN create

Name: SUPERVISE_OFFICERS_AT_CIV_SCHOOL

Description: Supervise, administer, control, and monitor all officers enrolled in fully-funded postgraduate education at civilian institutions and DoD institutions through the designated reporting, administrative, and managerial procedures over these students. [SORM: 200.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE-USN_OFFICERS

Name: SUPERVISE_OFFICE_SUPPLY_ISSUE_RM

Description: Be responsible for the operation of the Office Supplies issue Room including replenishment, storage, and issue of materials for stock, as well as stock and financial inventory control. [SORM: 248.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: SUPERVISE_OPERATIONS_DIVISION

Description: Provide administrative supervision for the Operations Division of the Security Department. [SORM: 282.b.(12)]

The Operations Division consists of the Patrol (Police) Branch and the Training Branch. [SORM: 282.c.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SUPERVISE_OUTBOUND_FREIGHT_OPS

Description: Be responsible for shipping functions including identification, routing, packaging, marking,
documentation, and loading of outbound freight. [SORM: 248.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_SHIPPING_AND_RECEIVING

Name: SUPERVISE_PERSONNEL_SECURITY_INV

Description: Ensure that requests for personnel security investigations are properly prepared, submitted, and monitored. [SORM: 243.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SUPERVISE_PLAN_EXECUTION

Description: Within the scope of their authority, NPS staff members will supervise the prompt execution of plans and programs. [SORM: 108.b.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: SUPERVISE_PROPERTY_CARRIERS

Description: Ensure (personal property) carrier assignment, documentation, quality control, inspection services and related reports. [SORM: 248.b.(3)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_PERSONAL_PROPERTY_PRGRM

Name: SUPERVISE_PW_DEPT_SAFETY

Description: Be responsible for the (Public Works) department safety, performing assigned duties per the technical standards promulgated by the Naval Facilities Engineering Command and the Geographical Engineering Field Division. [SORM: 251.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: SUPERVISE_READY_SUP_STORE_OPS

Description: Be responsible for the operation of the Ready Supply Store including replenishment, storage, and issue of materials for stock, as well as stock and financial inventory control. [SORM: 248.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: SUPERVISE_RECREATION_DIVISION

Description: Exercise overall administration and supervision of the operation of the Recreation Division. [SORM: 263.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Subordinates: COORDINATE_RECREATIONAL_ACTIVITY
ACCOUNT_FOR_REC_SPACES_AND_EQUIP
SUPERVISE_REC_SPACE_OPS
PREP_MWR_BUDGETS
ADVISE_SPECIAL_INTEREST_GROUPS
SUPERVISE_COORD_SPECIAL_EVENTS
COORD_NPS_COMMUNITY_SRVCS_USE

Name: SUPERVISE_REC_SPACE_OPS

Description: Supervise the operation of recreational spaces and facilities. [SORM: 265.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: SUPERVISE_REGISTRAR

Description: Supervise and provide guidance to the Office of the Registrar. [SORM: 280.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS
Subordinates: KEEPER ACAD_REGISTRATION_RECORD
SUPERVISE_FORECASTING_FUNCTION
SUPERVISE_SOF_COMPLETION
SUPERVISE_CLASS_SCHEDULING

Name: SUPERVISE_RESEARCH_PROGRAMS

Description: Plan and supervise research programs in support of the mission of the School. [SORM: 287.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUPERVISE_SCIF_OPERATIONS

Description: Supervise the operation of the Sensitive Compartmented Information Facility (SCIF). [SORM: 237.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: SUPERVISE_SHIPPING_AND_RECEIVING

Description: Be responsible for shipping and receiving functions including identification, routing, packaging, marking, documentation, and loading of outbound freight; and receipt, identification, delivery, and accountability of inbound freight. [SORM: 248.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Subordinates: SUPERVISE_OUTBOUND_FREIGHT_OPS
SUPERVISE_INBOUND_FREIGHT_OPS

Name: SUPERVISE_SOF_COMPLETION

Description: Supervise and be responsible for Student Opinion Form (SOF) completion. [SORM: 262.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: ADMINISTER_SOF_SURVEY
Name: SUPERVISE_STUDENTS

Description: Exercise operational and supervisory authority over the curricular offices and assigned students, including the establishment of common policies and procedures for curricular operations. [SORM: 220.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS
Subordinates: CURRIC_TEAM_STUDENT_SUPERVISION

Name: SUPERVISE_STUDENT_ACADEMIC_PROGR

Description: Supervise student's academic programs in liaison with the curricular offices for their curricula. [SORM: 281.a.]

Serve as primary counselor for student academic matters. [SORM: 281.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_ASSOCIATES

Name: SUPERVISE_STUDENT_GUARD_MAIL_CTR

Description: Supervise the Student Guard Mail Center. [SORM: 246.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SUPERVISE_THE_MWR_ADMIN_OFFICE

Description: Exercise overall administration and supervision of the operation of the MWR Administrative Office. [SORM: 263.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES
Subordinates: PROVIDE_ADMIN_SERVICES_TO_MWR
Name: SUPERVISE_THE_PERSONAL_PROP_PRGM

Description: Be responsible for the operation of the Plant Property Program to include:
(a) act as the Precious Metals Recovery Program Officer;
(b) act as the Inventory of Personal Effects Officer in cases of missing, deceased, or seriously ill personnel;
(c) be responsible for the assignment, use of, and preparation of reports regarding Material Handling Equipment. [SORM: 248.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Subordinates: CONDUCT_PRECIOUS_METALS_RECOVERY
INVENTORY_PERSONAL_EFFECTS
SUPERVISE_MATERIAL_HANDLING_EQPT

Name: SUPPORT_COMMUNITY_RELATIONS

Description: Provide Community Relations support in support of the Navy's public affairs plan. [SORM: 200.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_PUBLIC_AFFAIRS

Subordinates: REPRESENT_NPS_ON_CIVIC_COMMITTEE
SERVE_US_FOREIGN_POLICY
MAINTAIN_LIAISON_WITH_LOCAL_MEDIA
INFORM_ALL_AUDIENCES_ABOUT_NPS
PLAN_SPECIAL_EVENT_PARTICIPATION

Name: SUPPORT_FOREIGN_STUDENTS_IN_CURR

Description: Assist curricular officers and student section leaders in matters pertaining to international students. [SORM:230.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT INTERNATIONAL_PROGRAMS

Name: SUPPORT NAVAL RESERVE

Description: Per the Navy Total Force concept, support the Naval Reserve as required or assigned in fulfillment of its mission. [SORM: 200.b.(17)]
Type: Process
Repetitive
Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: SUPPORT_USN_PUBLIC_AFFAIRS

Description: Provide information programs in support of the Navy's public affairs plan. [SORM: 200.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_PUBLIC_AFFAIRS

Subordinates: PROVIDE_PAO_ACTION_GUIDANCE
PREPARE_USN_PAO_SUPPORT_INFO
MAINTAIN_LIAISON_WITH_MIL_ACTS
REVIEW_ALL_UNCLAS_MATERIAL
ACT_AS_PAO_PUBS_CONTRACT_REP
ACT_AS_MEDIA_PHOTO_RELEASE_AUTH
ACT_AS_COMMAND_HISTORIAN

Name: SUPPORT_VISITING_SPONSORS

Description: Schedule meeting rooms, office calls, provide administrative support and generally support visiting sponsors during curriculum reviews. [SORM: 226.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: TAKE_CUSTODY_OF_SPACE_AND_EQUIP

Description: Insure proper custody and security of assigned equipment and spaces. [SORM: 287.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: TAKE_STAFF_JAG_ACTION

Description: Take Staff Judge Advocate action (pursuant to MCM, 1984 and JAGMAN, 1990, Chapter I) regarding disciplinary matters and courts-martial convened at the school. [SORM: 203.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: TRACK_AUDIT_CORRECTIVE_ACTIONS

Description: Maintain a tracking and follow-up system for all corrective actions. [SORM: 218.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: TRACK_MIL_FACULTY_RANKING_RECS

Description: Establish and implement a mechanism to receive ranking recommendations regarding each military faculty member's teaching skills, academic abilities, research efforts, and teaching effectiveness from appropriate line managers. [SORM: 288.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: TRACK_NAVOSH_DEFICIENCIES

Description: Track NAVOSH deficiencies to assure timely correction. [SORM: 258.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: TRAIN_BQ_STAFF

Description: Ensure the BQ staff are properly trained. [SORM: 269.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: TRAIN_CMD_EVAL_PERSONNEL

Description: Provide training and supervision of part-time Command Evaluation personnel. [SORM: 218.b.(7)]
Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: TRAIN_NPS_SECURITY_FORCE

Description: Organize and train the NPS Security Force.
   [SORM: 262.b.(11)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: TRAIN_PW_PERSONNEL_ON_ADP_SYS

Description: Train (Public Works) department personnel on
   ADP standard and architectural systems. [SORM: 260.b.(6)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: TRAIN_RELIGIOUS_PERSONNEL

Description: Ensure appropriate training and supervision of
   assigned officer, enlisted, and civilian personnel.
   [SORM: 266.b.(9)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: TRAIN_SMALL_ARMS_PERSONNEL

Description: Maintain certification and training of all
   personnel authorized to bear arms on the NPS Security
   Force. [SORM: 262.b.(11)]

Type: Process
   Not Repetitive
   Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: TRAIN_SSO_STAFF
Description: Train Special Security Office Staff. [SORM: 237.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: UPDATE_CURRICULA_IN_LIAISON

Description: Function in liaison with the Academic Associates to update curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. [SORM: 235.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRICULAR_OFFICER_PROGRAM_DUTY

Name: UPDATE_FAR_FOR_SERVICE_CONTRACTA

Description: Review and update the FAR instruction relating to service contract instructions. [SORM: 256.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: VALIDATE_PRIOR_ACADEMIC_PERF

Description: Review each student program to ensure prior academic performance is validated. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAMS_STUDENT_SUPERVISION

Name: VERIFY_BQ_REPORT_ACCURACY

Description: Review and ensure accuracy of all data required to update the Determination of Bachelor Housing Requirements (R19) and Bachelor Housing Assets Report (R21). [SORM: 269.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS
Name: VERIFY_CONTRACT_WORK_REQUESTS
Description: Determine if work requested for contract execution is needed and within the scope of the contract. [SORM: 256.b.(1)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: VERIFY_EEO_COMPLIANCE
Description: Review activity policies, procedures, actions, achievements, and barriers concerning affirmative action efforts for women and minorities; participate in recruitment efforts and serve on promotion panels; and review performance appraisals for EEO objective and coordinate the evaluation. [SORM: 206.b.(4)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: IMPLEMENT_EEO_POLICIES

Name: VERIFY JUSTIFIED_RESOURCE_REQMTS
Description: Ensure requests for resources are supported by proper and sufficient justification. [SORM: 215.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: VERIFY_LEGAL_SUFFICIENCY
Description: Review for legal sufficiency and Staff Judge Advocate action all matters which come within the purview of the JAGMAN, including investigative reports of line of duty, misconduct, admiralty, complaint of wrongs, and claims matters. [SORM: 203.b.(10)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: PROVIDE_LEGAL_SERVICES

Name: VERIFY_PERSONNEL_CLEARANCES
Description: Ensure that personnel who are to handle classified information or are to be assigned to
sensitive duties are appropriately cleared. [SORM: 243.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: VERIFY_QUALITY_FUNCTION_STAFFING

Description: Ensure functions are staffed with qualified personnel whose expertise is tailored to the mission and function of the activity. [SORM: 218.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: VERIFY_STUDENT_PROGRAM_RIGOR

Description: Review each student's program of study to ensure that the course of study is rigorous. [SORM: 238.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: VISIT_SICK_OR_CONFINED_PERSONNEL

Description: Visit personnel who are sick or confined to brig or correctional facilities. [SORM: 268.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: WORK_WITH_CURRIC_OFFCR_AND_ACAD

Description: Work with the Curricular Officer/Academic Associate Teams to maintain liaison with sponsors, develop new programs, and modify existing programs. [SORM: 287.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP
Name: WRITE_PROG_SPECS_FOR_PW_MIS

Description: write program specifications to develop (Public Works Department management information) system proposals. [SORM: 260.b.(2)]

Type: Process Not Repetitive Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

-End of Report-