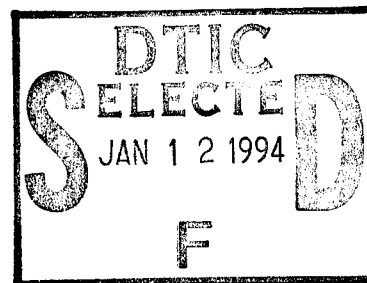


# NAVAL POSTGRADUATE SCHOOL MONTEREY, CALIFORNIA



## THESIS

AN INFORMATION ARCHITECTURE FOR THE  
NAVAL POSTGRADUATE SCHOOL ENTERPRISE

APPENDIX D: NPS ANALYSIS IEF™ PRINTOUTS

by

Paul John Russo

September, 1994

Thesis Co-Advisors:

Magdi Kamel  
Arthur Schoenstadt

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**REPORT DOCUMENTATION PAGE**

Form Approved OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington DC 20503.

1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE September 1994.	3. REPORT TYPE AND DATES COVERED Master's Thesis	
4. TITLE AND SUBTITLE AN INFORMATION ARCHITECTURE FOR THE NAVAL POSTGRADUATE SCHOOL ENTERPRISE -- APPENDIX D: IEF <sup>TM</sup> ANALYSIS PRINTOUTS (U)		5. FUNDING NUMBERS	
6. AUTHOR(S) Paul John Russo			
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Naval Postgraduate School Monterey CA 93943-5000		8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)		10. SPONSORING/MONITORING AGENCY REPORT NUMBER	
11. SUPPLEMENTARY NOTES The views expressed in this thesis are those of the author and do not reflect the official policy or position of the Department of Defense or the U.S. Government.			
12a. DISTRIBUTION/AVAILABILITY STATEMENT Approved for public release; distribution is unlimited.		12b. DISTRIBUTION CODE *A	
13. ABSTRACT (maximum 200 words)  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 <sup>TM</sup> (IEF <sup>TM</sup> ). Distributed separately due to its size, Appendix D provides the various IEF <sup>TM</sup> printouts used for the NPS enterprise and information architecture analyses.			
14. SUBJECT TERMS INFORMATION ARCHITECTURE, CASE TOOL, INFORMATION ENGINEERING FACILITY <sup>TM</sup> , IEF <sup>TM</sup>		15. NUMBER OF PAGES 737	16. PRICE CODE
17. SECURITY CLASSIFICATION OF REPORT Unclassified	18. SECURITY CLASSIFICATION OF THIS PAGE Unclassified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT UL

NSN 7540-01-280-5500

Standard Form 298 (Rev. 2-89)

Prescribed by ANSI Std. Z39-18 298-102

#### 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:

TAB	DESCRIPTION
A	Organizational Hierarchy Diagram (OHD)
B	Top-Level Functions in Activity Hierarchy
C	Function vs. Organizational Unit Matrix
D	Subject Areas, Entity Types, Relationships
E	Entity-Relationship Diagram (Foldout)
F	Function vs. Entity Type Matrix
G	Entity Type vs. Organizational Unit Matrix
H	Function vs. Entity Type Matrix (Clustered)
I	Info System vs. Organizational Unit Matrix
J	Info System vs. Entity Type Matrix
K	Info System vs. Function Matrix
L	Entity Type and Entity Sub-type Attributes
M	Activity Hierarchy Diagram (AHD) Decomposition
N	Activity Definition Report

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Unannounced	<input type="checkbox"/>
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Distribution/ _____	
Availability Codes	
Dist	Avail and/or Special
A-1	

**TAB A TO APPENDIX D**

Organizational Hierarchy Diagram (OHD)



NAVAL POSTGRADUATE  
SCHOOL

000  
CODE 007 SUP EXECUTIVE  
ASSISTANT

000  
PROVOST CODE 01

000  
RESOURCE MANAGEMENT CODE  
02

000  
PROGRAMS CODE 03

000  
MILITARY OPERATIONS CODE  
04

000  
TENANT COMMANDS

## TENANT COMMANDS

DENTAL

DHRSC

DIS

DMDC

DRMI

FLENUMETOCEN

MEDICAL

NAVSECGRUDET

NCIS

NOAA

NRL

NTCC

PERSEREC

PSD

TRADOC

MILITARY OPERATIONS CODE  
04

000  
ASSITANT MIL OPS CODE  
04A

MILITARY BUDGET ASST  
CODE 04B

CHAPLAIN CODE 46

ASSITANT MIL OPS CODE  
04A

PUBLIC AFFAIRS CODE 042

SECURITY MANAGER CODE  
043

000  
ENL XO AND ADMIN SRVCS  
CODE 41

000  
SUPPLY CODE 42

000  
PUBLIC WORKS CODE 43

000  
SECURITY OFFICE CODE 44

000  
MWR CODE 45

FAMILY SERVICE CODE 47

NEX CODE 48

BOQ AND BEQ CODE 49

MWR CODE 45

MWR ADMIN CODE 45A

COMO CLUB CODE 45C

SPORTS CODE 45G

RECREATION CODE 45R

YOUTH CENTER CODE 45Y

COMO DIVISION CODE 451E

CHILD DEVELOPMENT CODE  
452C

SECURITY OFFICE CODE 44

LAW ENFORCEMENT OPS CODE  
441

FIRE CHIEF CODE 443

FIRE INSPECTOR CODE 443A

SECURITY INVESTIGATIONS  
CODE 444

SECURITY ADMIN CODE 442

VEHICLE REGISTRATION

PUBLIC WORKS CODE 43

000

ASSISTANT PW CODE 43A

CIVIL ENGINEER CODE 43B

ENVIRONMENT PROTECTION  
CODE 43E

HOUSING CODE 43H

DROICC CODE 43R

ENGINEERING DIVISION  
CODE 436

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 DIVISON CODE  
421

CONTROL DIVISION CODE  
422

FOOD SERVICE CODE 423

ENL XO AND ADMIN SRVCS  
CODE 41

CCC CODE 41A

STAFF ADMIN CODE 412

PROGRAMS CODE 03

ASSISTANT PROGRAMS CODE  
03A

CIVILIAN INSTITUTIONS  
CODE 031

PROGRAMS AND PLANS CODE  
032

STUDENT ADMIN CODE 032A

GRADUATION COORDINATOR  
CODE 032B

STUDENT PROJECTS CODE  
032D

EDUCATIONAL MEDIA CODE  
032E

AVIATION SAFETY CODE 034

INTERNATIONAL PROGRAMS  
CODE 035

STUDENTS

HUMAN RESOURCES CODE 22

HUMAN RELATIONS CODE 221

AFFIRMATIVE EMPLOYMENT  
CODE 222

ADP AND TECH SUPPORT  
CODE 223

EMPLOYEE DEVELOPMENT  
CODE 224

PERSONNEL CODE 22A

COMPTROLLER CODE 21

ASSISTANT COMPTROLLER  
CODE 210

TRAVEL CODE 210T

OPTAR CODE 211

REIMBURSABLES CODE 212

FISCAL ANALYSIS CODE 213

TIMEKEEPING CODE 214

PROVOST CODE 01

000

ASSISTANT PROVOST

000

STUDENTS CODE 03

000

COMPUTER AND INFO SRVCS  
CODE 05

000

INSTRUCTION CODE 06

000

FACULTY CODE 07

000

RESEARCH CODE 08

RESEARCH CODE 08

RESEARCH ADMIN SUPPORT  
CODE 81

ACADEMIC SRVCS CODE 82

THESIS PROCESSING CODE  
82SD

FACULTY CODE 07

ASSOCIATE FACULTY

MILITARY FACULTY CODE  
07M

000

ACADEMIC CHAIRS

PRINTING CODE DPS



## ACADEMIC CHAIRS

AA

CS

EC

MA

ME

NR

NS

OC

OR

PH

SM

IAC

000

INSTRUCTION CODE 06

ASSISTANT INSTRUCTION  
CODE 06M

ACADEMIC ASSOCIATES

REGISTRAR CODE 61

MGMT ANALYST CODE 611

CLASS SCHEDULER CODE 612

ADMISSIONS CODE 62

DRMI CODE 64

DRSC CODE 65

OP MED INFO LAB CODE 66

COMPUTER AND INFO SRVCS  
CODE 05

ASSISTANT COMPUTER CODE  
05A

ACADEMIC COMPUTING CODE  
51

LIBRARIAN CODE 52

MIS CODE 53

ADP SECURITY CODE 54

STUDENTS CODE 03

ASSISTANT STUDENTS CODE  
03B

USMC REP CODE 037

USA REP CODE 038

USAF REP CODE 039

000

CURRICULAR OFFICERS

## CURRICULAR OFFICERS

OR CODE 30

AERO CODE 31

ECE CODE 32

WEPS CODE 33

USW AND EW CODE 3A

NAVAL ENG CODE 34

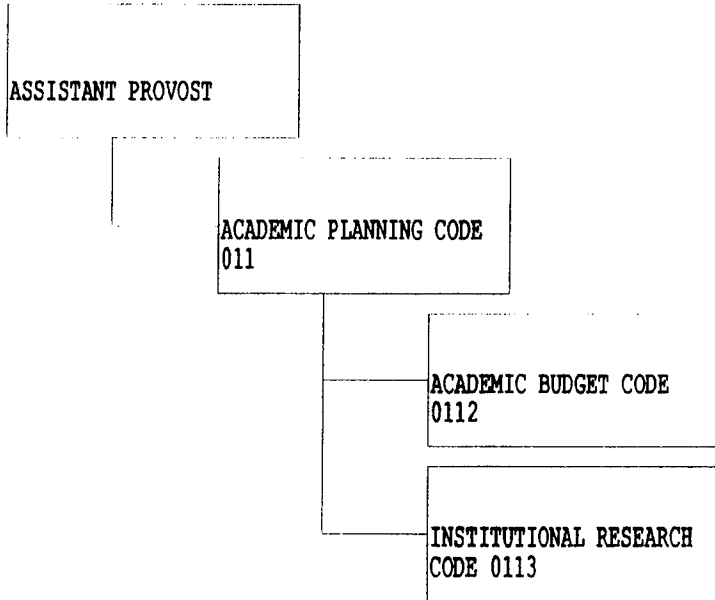
AIR OCEAN CODE 35

ADMIN CODE 36

COMPUTER TECH CODE 37

NSA CODE 38

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



## Tab B to Appendix E

Model : NPS DATA MODEL VERSION 5  
Subset: ALL

Aug. 27, 1994

Information Strategy Planning

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### 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

## Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	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	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
NAVAL POSTGRADUATE SCHOOL		9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	6
CODE 007 SUP EXECUTIVE ASSISTANT		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	6
CODE 001 FLAG LT				6														6
CODE 005 OSH MGR		6		6		X												6
CODE 006 LEGAL						X												6
CODE 008 MGMT CONTROL					X					X	X	X	X	X	X			6
CODE 009 EEO				X														6
CODE 034M FLIGHT DOC						X	6		X									6
PROVOST CODE 01		9	9	8	9			9		8	9	9	9	9	9			6
ASSISTANT PROVOST		X	X	X	X			X		X	X	X	X	X	X			6
ACADEMIC PLANNING CODE 011		8	8	8	8						8	8	8	8				6
ACADEMIC BUDGET CODE 0112		8		8														6
INSTITUTIONAL RESEARCH CODE 0113					X		6				X	X	X	X				6
STUDENTS CODE 03		8	8		8	8					8	8	8	8				6
ASSISTANT STUDENTS CODE 03B						8												6
USMC REP CODE 037						8								6				6
USA REP CODE 038						8								6				6
USAF REP CODE 039						8								6				6
CURRICULAR OFFICERS		6	6		6	6									6			6
OR CODE 30		6	6		6	6									6			6
AERO CODE 31		6	6		6	6									6			6
ECE CODE 32		6	6		6	6									6			6
WEPS CODE 33		6	6		6	6									6			6
USW AND EW CODE 3A		6	6		6	6									6			6

Model :NPS DATA MODEL VERSION 5  
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Date: Aug. 27, 1994  
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Cell Values:

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1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	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	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
NAVAL ENG CODE 34		6	6		6	6									6			6
AIR OCEAN CODE 35		6	6		6	6									6			6
ADMIN CODE 36		6	6		6	6									6			6
COMPUTER TECH CODE 37		6	6		6	6									6			6
NSA CODE 38		6	6		6	6									6			6
SSO CODE 38B						6	6											6
C3 AND SPACE CODE 39		6	6		6	6									6			6
COMPUTER AND INFO SRVCS CODE 05		6		8			8											6
ASSISTANT COMPUTER CODE 05A		6		8			6											6
ACADEMIC COMPUTING CODE 51		6		X											X			6
LIBRARIAN CODE 52		6		X			6								X			6
MIS CODE 53		6		X			6											6
ADP SECURITY CODE 54		X		X			7								X			6
INSTRUCTION CODE 06		6	6	6	6	6					6	6	6	6	8			6
ASSISTANT INSTRUCTION CODE 06M		6	6	6	6	6					6	6	6	6	8			6
ACADEMIC ASSOCIATES			6		6	6					6	6	6	6	6			6
REGISTRAR CODE 61		6			6	6												6
MGMT ANALYST CODE 611					6	6												6
CLASS SCHEDULER CODE 612					6	6												6
ADMISSIONS CODE 62		6			6	6					6	6	8					6
DRMI CODE 64		6								8				6	6		X	6
DHRSC CODE 65		6					6										X	6
OP MED INFO LAB CODE 66		6					6										X	6
FACULTY CODE 07		8	8	8	8			8			8	8	8	8	8			6

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1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	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	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
ASSOCIATE FACULTY		8	8	8	8			8			8	8	8	8	8			6
MILITARY FACULTY CODE 07M								X	6					6	6			6
ACADEMIC CHAIRS		8		8	8			X			6	6	6	8	8			6
AA		8		8	8			X			6	6	6	8	8			6
CS		8		8	8			X			6	6	6	8	8			6
EC		8		8	8			X			6	6	6	8	8			6
MA		8		8	8			X			6	6	6	8	8			6
ME		8		8	8			X			6	6	6	8	8			6
NR		8		8	8			X			6	6	6	8	8			6
NS		8		8	8			X			6	6	6	8	8			6
OC		8		8	8			X			6	6	6	8	8			6
OR		8		8	8			X			6	6	6	8	8			6
PH		8		8	8			X			6	6	6	8	8			6
SM		8		8	8			X			6	6	6	8	8			6
IAC		8		8	8			X			6	6	6	8	8			6
CC		8		8	8			X			6	6	6	8	8			6
EW		8		8	8			X			6	6	6	8	8			6
SP		8		8	8			X			6	6	6	8	8			6
UW		8		8	8			X			6	6	6	8	8			6
PRINTING CODE DPS		X		X	X		X	X			X	X	X	X	X			6
RESEARCH CODE 08		8		8		X		8										6
RESEARCH ADMIN SUPPORT CODE 81		6		6				6										6
ACADEMIC SRVCS CODE 82		6		6				6										6
THESIS PROCESSING CODE 82SD		6		6		X		6						X	X			6

Model :NPS DATA MODEL VERSION 5

Date: Aug. 21, 1994

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Cell Values:

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									Organizational Unit																	
									RESOURCE MANAGEMENT CODE 02	9	9	X	X	X	X	X	X	X	X	X	X	X	X			6
									COMPTROLLER CODE 21	8	8	X	X	X	X	X	X	X	X	X	X	X	X			6
									ASSISTANT COMPTROLLER CODE 210	8	8	X	X	X	X	X	X	X	X	X	X	X	X			6
									TRAVEL CODE 210T	6	6															6
									OPTAR CODE 211	6	6															6
									REIMBURSABLES CODE 212	6	6															6
									FISCAL ANALYSIS CODE 213	6	6															6
									TIMEKEEPING CODE 214	6	6															6
									HUMAN RESOURCES CODE 22	8	8															6
									HUMAN RELATIONS CODE 221		X															6
									AFFIRMATIVE EMPLOYMENT CODE 222		X															6
									ADP AND TECH SUPPORT CODE 223		X															6
									EMPLOYEE DEVELOPMENT CODE 224		X															6
									PERSONNEL CODE 22A		X															6
									COMMAND EVALUATION CODE 23		X	X	X	X	X	X	X	X	X	X	X	X	X			6
									PROGRAMS CODE 03	8	8	8	8	8		8		8	8	8	8					6
									ASSISTANT PROGRAMS CODE 03A	8	8	8	8	8		8		8	8	8	8					6
									CIVILIAN INSTITUTIONS CODE 031	6	6								8							6
									PROGRAMS AND PLANS CODE 032	X	X	X	X					X	X	X			X			6
									STUDENT ADMIN CODE 032A		X		6													6
									GRADUATION COORDINATOR CODE 032B		X		X													6
									STUDENT PROJECTS CODE 032D		X															6
									EDUCATIONAL MEDIA CODE 032E		X	X														6
									AVIATION SAFETY CODE 034							8						6	6			6

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Date: Aug. 27, 1994

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Cell Values:

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X = Include

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4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	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	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
INTERNATIONAL PROGRAMS CODE 035	6				6				X					6	6			6
STUDENTS					X	X		X			X	X	X	X	X			6
MILITARY OPERATIONS CODE 04	8		8				8										8	6
ASSITANT MIL OPS CODE 04A	8		8				8										8	6
PUBLIC AFFAIRS CODE 042	6		X				6											6
SECURITY MANAGER CODE 043	6		X				6											6
ENL XO AND ADMIN SRVCS CODE 41	6		X				6											6
CCC CODE 41A							6											6
STAFF ADMIN CODE 412	X		X				6											6
SUPPLY CODE 42	6		6				6										X	6
MATERIAL DIVISON CODE 421	6		X				6										X	6
CONTROL DIVISION CODE 422	6		X				6										X	6
FOOD SERVICE CODE 423	6		X				6											6
PUBLIC WORKS CODE 43	6		6				6										X	6
ASSISTANT PW CODE 43A	6		X				6										X	6
SHOPS DIVISION CODE 431	6		X				6											6
TELEPHONE MECHANIC CODE 43T	6		6				6											6
SRVCS CONTRACTS CODE 432	6		6				6										X	6
PW ADMIN ASST CODE 434			X				6											6
MAINTENANCE CONTROL CODE 435	6		X				6										X	6
PW COMPUTER SPECIALIST CODE 43CP	6		X				6											6
CIVIL ENGINEER CODE 43B	6		X				6										X	6
ENVIRONMENT PROTECTION CODE 43E	6		X				6										X	6
HOUSING CODE 43H	6		6				6											6



Model :NPS DATA MODEL VERSION 5

Date: Aug. 27, 1994

Subset:ALL

Time: 14:25 Page: (6,1)

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	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	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
DROICC CODE 43R				X			6										X	6
ENGINEERING DIVISION CODE 436	6		X				6										X	6
SECURITY OFFICE CODE 44	6		X				6											6
LAW ENFORCEMENT OPS CODE 441	6		X				6											6
FIRE CHIEF CODE 443	6		X				6											6
FIRE INSPECTOR CODE 443A							6											6
SECURITY INVESTIGATIONS CODE 444							6											6
SECURITY ADMIN CODE 442							6											6
VEHICLE REGISTRATION							6											6
MWR CODE 45	6	6			X		6											6
MWR ADMIN CODE 45A	6		X		X		6											6
COMO CLUB CODE 45C	6		X		X		6											6
SPORTS CODE 45G	6		X		X		6											6
RECREATION CODE 45R	6		X		X		6											6
YOUTH CENTER CODE 45Y			X		X		6											6
COMO DIVISION CODE 451E	6		X		X		6											6
CHILD DEVELOPMENT CODE 452C	6		X		X		6											6
FAMILY SERVICE CODE 47	6		X		X		6											6
NEX CODE 48	6		X		X		6											6
BOQ AND BEQ CODE 49	6		X		X		6											6
MILITARY BUDGET ASST CODE 04B	6		6		X		6											6
CHAPLAIN CODE 46			X		X		6						X	X				6
TENANT COMMANDS					6	6	6										X	6
DENTAL					6	6	6										X	6

Model : NPS DATA MODEL VERSION 5  
Subset: ALL

Date: Aug. 27, 1994  
Time: 14:25 Page: (7,1)

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	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	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
DHRSC								6								X	6	
DIS					6	6										X	6	
DMDC								6								X	6	
DRMI										6						X	6	
FLENUMETOCEN								6								X	6	
MEDICAL					6	6										X	6	
NAVSECGRUDET								6								X	6	
NCIS					6	6										X	6	
NOAA																X	6	
NRL						6	6									X	6	
NTCC						6										X	6	
PERSEREC								6								X	6	
PSD					6	6										X	6	
TRADOC								6								X	6	

**TAB D TO APPENDIX D**  
Subject Areas, Entity Types, Relationships

Type	Name
Subject Area	NPS DATA MODEL VERSION 5
Subject Area	NAVAL POSTGRADUATE SCHOOL
Subject Area	AGREEMENTS
Entity Type	AGREEMENT
Relationship	Sometimes CREATES One or More CIVILIAN INSTITUTION INSTRUCTION
Relationship	Sometimes CREATES One or More ACADEMIC COURSE INSTRUCTION
Relationship	Sometimes OBTAINS One or More STUDENT RESEARCH
Relationship	Sometimes OBTAINS One or More FACULTY RESEARCH
Relationship	Sometimes ACQUIRES AND ALLOWS USE OF One or More LAND
Relationship	Sometimes IS DEVELOPED THROUGH One or More NPS PROGRAM
Relationship	Sometimes IS REQUIRED BY One or More NPS PLAN
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More TENANT COMMAND
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes PROVIDES One or More MATERIAL
Relationship	Sometimes PROVIDES One or More GENERIC FUND
Relationship	Sometimes OBTAINS USE OF One or More FACILITY
Relationship	Sometimes OBTAINS One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes OBTAINS USE OF One or More MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes CREATES One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes IS CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL



Subject Area	-INSTRUCTION CAPABILITIES
Entity Type	ACADEMIC COURSE INSTRUCTION
Relationship	Sometimes IS_CREATED_BY One or More AGREEMENT
Entity Type	CIVILIAN INSTITUTION INSTRUCTION
Relationship	Sometimes IS_CREATED_BY One or More AGREEMENT
Entity Type	CURRICULUM INSTRUCTION
Entity Type	GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes IS_PROVIDED_BY One or More NPS VISITOR OR GUEST
Relationship	Sometimes EDUCATES One or More GENERIC NPS STUDENT
Relationship	Sometimes IS_PROVIDED_BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS_PROVIDED_BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS_SPONSORED_BY One or More DOD ORGANIZATION
Relationship	Sometimes IS_PROVIDED_BY One or More AUTOMATED INFO_SYSTEM RESOURCE
Relationship	Sometimes IS_CREATED_BY One or More AGREEMENT
Relationship	Sometimes IS_CREATED_AND_MAINTAINED_BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	SHORT COURSE INSTRUCTION

Entity Type	MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes SUPPORTS One or More GENERIC NPS STUDENT
Relationship	Sometimes SUPPORTS One or More GENERIC NPS STAFF
Relationship	Sometimes SUPPORTS One or More GENERIC NPS FACULTY
Relationship	Sometimes IS PROVIDED BY One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS PROVIDED THROUGH One or More AGREEMENT
Relationship	Sometimes IS CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL

Subject Area	RESEARCH CAPABILITIES
Entity Type	FACULTY RESEARCH
Relationship	Sometimes IS_OBTAINED BY One or More AGREEMENT
Entity Type	GENERIC RESEARCH CAPABILITY
Relationship	Sometimes IS_PROVIDED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS_PROVIDED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS_PROVIDED BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS_SPONSORED BY One or More DOD ORGANIZATION
Relationship	Sometimes IS_PROVIDED BY One or More AUTOMATED INFO SYSTEM_RESOURCE
Relationship	Sometimes IS_PROVIDED THROUGH One or More AGREEMENT
Relationship	Sometimes IS_CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	INSTITUTIONAL RESEARCH
Entity Type	STUDENT RESEARCH
Relationship	Sometimes IS_OBTAINED BY One or More AGREEMENT



Subject Area	FACILITIES
Entity Type	FACILITY
Partitioning	FACILITY TYPE
Subtype	PERMANENTLY INSTALLED FACILITY
Subtype	PORTABLE FACILITY
Subtype	TEMPORARILY INSTALLED FACILITY
Relationship	Sometimes OCCUPIES One or More LAND
Relationship	Sometimes IS DEVELOPED IN One or More NPS PROGRAM
Relationship	Sometimes IS DEVELOPED IN One or More NPS PLAN
Relationship	Sometimes IS USED BY One or More NPS VISITOR OR GUEST
Relationship	Sometimes IS USED BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS ADMINISTERED BY One or More GENERIC NPS STAFF
Relationship	Sometimes ADMINISTERS AND CONTROLS One or More GENERIC NPS FACILITY
Relationship	Sometimes IS OPERATED AND CONTROLLED BY One or More TENANT COMMAND
Relationship	Sometimes IS OPERATED AND CONTROLLED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS OPERATED AND CONTROLLED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes REQUIRES One or More MATERIAL
Relationship	Sometimes IS CONTAINED IN One or More LOCATION
Relationship	Sometimes USE IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes REQUIRES One or More GENERIC FUND
Relationship	Sometimes IS DEVELOPED THROUGH One or More GENERIC BUDGET
Relationship	Sometimes CONTAINS One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS PROVIDED THROUGH One or More AGREEMENT
Relationship	Sometimes IS BUILT AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL

Subject Area	FUNDS AND BUDGETS
Subject Area	BUDGETS
Entity Type	DEPARTMENTAL BUDGET
Entity Type	GENERIC BUDGET
Relationship	Sometimes IS CHANGED BY One or More SITUATION
Relationship	Sometimes PLANS ACQUISITION OF One or More LAND
Relationship	Sometimes IS DEVELOPED FOR One or More NPS PROGRAM
Relationship	Sometimes IS CONSIDERED One or More NPS PLAN
Relationship	Sometimes ACCOUNTS FOR One or More GENERIC NPS STUDENT
Relationship	Sometimes IS PREPARED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS PREPARED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS DEVELOPED BY One or More TENANT COMMAND
Relationship	Sometimes IS DEVELOPED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS DEVELOPED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes IS PREPARED TO ACQUIRE One or More MATERIAL
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes IS PREPARED FOR THE USE OF One or More GENERIC FUND
Relationship	Sometimes DEVELOPS One or More FACILITY
Relationship	Sometimes ALLOCATES RESOURCES TO One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS DEVELOPED BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	NPS BUDGET
Entity Type	ORGANIZATIONAL CODE BUDGET
Entity Type	RESEARCH BUDGET

Subject Area  
Entity Type  
Partitioning  
Subtype  
Subtype  
Subtype  
Subtype

[illegible]

Entity Type  
Entity Type  
Partitioning  
Subtype  
Subtype

## FUNDS

APPROPRIATED FUND  
 ---APPROPRIATED FUND TYPE  
 MILCON APPROPRIATION FUND  
 MPN APPROPRIATION FUND  
 OMN APPROPRIATION FUND  
 OPN APPROPRIATION FUND

DONATED\_FUND  
GENERIC\_FUND

Sometimes ARE ALLOCATED BY One or More SITUATION  
 Sometimes ACQUIRES AND MAINTAINS One or More LAND  
 Sometimes IS ALLOCATED TO One or More NPS PROGRAM  
 Sometimes IS ALLOCATED IN One or More NPS\_PLAN  
 Sometimes IS PROVIDED BY One or More NPS\_VISITOR OR GUEST  
 Sometimes IS OBTAINED AND USED BY One or More GENERIC NPS STUDENT  
 Sometimes IS OBTAINED AND USED BY One or More GENERIC\_NPS\_STAFF  
 Sometimes IS OBTAINED AND USED BY One or More GENERIC\_NPS\_FACULTY  
 Sometimes IS OBTAINED AND USED BY One or More TENANT COMMAND  
 Sometimes IS OBTAINED AND USED BY One or More NPS\_ORGANIZATIONAL\_CODE  
 Sometimes IS OBTAINED AND USED BY One or More ACADEMIC\_DEPT OR\_GROUP  
 Sometimes ACQUIRES One or More MATERIAL  
 Sometimes IS REGULATED BY One or More GENERIC GUIDANCE  
 Sometimes USE IS DETERMINED BY 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 THROUGH One or More AGREEMENT  
 Sometimes IS OBTAINED BY One NAVAL POSTGRADUATE SCHOOL

REIMBURSABLE FUND  
SPECIAL FUND  
SPECIAL FUND TYPE  
NPS OFFICIAL REP FUND  
NPS SUP POSITION ALLOWANCE FUND



Subject Area  
Entity Type  
Partitioning  
Subtype  
Partitioning  
Subtype  
Subtype  
Subtype  
Subtype  
Subtype

Subtype  
Subtype  
Subtype

Relationship  
Relationship  
Relationship  
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Relationship  
Relationship  
Relationship

# LOCATIONS

## LOCATION

GEOGRAPHICAL LOCATION AREA

MONTEREY COUNTY LOCATION

MONTEREY COUNTY LOCATION AREA

LA MESA VILLAGE LOCATION

NPS ANNEX LOCATION

NPS ASTRO AREO LOCATION

NPS BEACH LOCATION

NPS CAMPUS LOCATION

SANTA CRUZ COUNTY LOCATION

SAN BENITO COUNTY LOCATION

SAN LUIS OBISPO COUNTY LOCATION

Sometimes IS THE SITE OF One or More SITUATION

Sometimes IS ON One or 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 STUDENT

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

Subject Area	
Entity Type	MATERIEL
Relationship	Sometimes IS USED BY One or More SITUATION
Relationship	Sometimes IS USED BY One or More NPS PROGRAM
Relationship	Sometimes IS ACQUIRED THROUGH One or More NPS PLAN
Relationship	Sometimes IS USED BY One or More NPS VISITOR OR GUEST
Relationship	Sometimes IS USED BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS USED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS USED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS USED BY One or More TENANT COMMAND
Relationship	Sometimes IS USED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS USED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes IS STORED IN One or More LOCATION
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes IS ACQUIRED BY One or More GENERIC FUND
Relationship	Sometimes IS ACQUIRED THROUGH One or More GENERIC BUDGET
Relationship	Sometimes IS REQUIRED BY One or More FACILITY
Relationship	Sometimes IS REQUIRED BY One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS PROVIDED BY One or More AGREEMENT
Relationship	Sometimes IS OBTAINED AND USED BY One NAVAL POSTGRADUATE SCHOOL

Entity Type	NAVAL POSTGRADUATE SCHOOL
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes ACQUIRES MANAGES AND USES One or More LAND
Relationship	Sometimes DEVELOPS AND ADMINISTERS One or More NPS_PROGRAM
Relationship	Sometimes DEVELOPS One or More NPS PLAN
Relationship	Sometimes HOSTS One or More NPS VISITOR OR GUEST
Relationship	Sometimes EDUCATES One or More GENERIC NPS_STUDENT
Relationship	Sometimes EMPLOYS One or More GENERIC NPS_STAFF
Relationship	Sometimes EMPLOYS One or More GENERIC NPS_FACULTY
Relationship	Sometimes HOSTS One or More TENANT COMMAND
Relationship	Sometimes CREATES AND MAINTAINS One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes CREATES AND MAINTAINS One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes OBTAINS AND USES One or More MATERIAL
Relationship	Sometimes HAS FACILITIES AT One or More LOCATION
Relationship	Sometimes IS PROVIDED WITH One or More GENERIC GUIDANCE
Relationship	Sometimes OBTAINS One or More GENERIC FUND
Relationship	Sometimes DEVELOPS One or More GENERIC BUDGET
Relationship	Sometimes BUILDS AND MAINTAINS One or More FACILITY
Relationship	Sometimes CREATES AND MAINTAINS One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes CREATES AND MAINTAINS One or More MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes CREATES AND MAINTAINS One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes INCLUDES One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes CREATES AND MAINTAINS One or More AGREEMENT
Relationship	Sometimes IS CLASSIFIED AS One USN EDUCATIONAL ORGANIZATION

Subject Area	NPS ORGANIZATIONS
Entity Type	ACADEMIC DEPT OR GROUP
Partitioning	ACADEMIC DEPT OR GRP TYPE
Subtype	ACADEMIC DEPARTMENT
Subtype	ACADEMIC_GROUP
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes ADMINISTERS One or More NPS PROGRAM
Relationship	Sometimes DEVELOPS One or More NPS PLAN
Relationship	Sometimes HOSTS One or More NPS VISITOR OR GUEST
Relationship	Sometimes EDUCATES One or More GENERIC NPS STUDENT
Relationship	Sometimes CONTAINS One or More GENERIC NPS STAFF
Relationship	Sometimes CONTAINS One or More GENERIC NPS FACULTY
Relationship	Sometimes INTERFACES WITH One or More TENANT COMMAND
Relationship	Sometimes IS BELONGS TO One or More NPS ORGANIZATIONAL_CODE
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 CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL



Entity Type	NPS_ORGANIZATIONAL_CODE
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes ADMINISTERS One or More NPS PROGRAM
Relationship	Sometimes DEVELOPS One or More NPS PLAN
Relationship	Sometimes HOSTS One or More NPS VISITOR OR GUEST
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS STUDENT
Relationship	Sometimes CONTAINS One or More GENERIC NPS STAFF
Relationship	Sometimes CONTAINS One or More GENERIC NPS FACULTY
Relationship	Sometimes INTERFACES WITH One or More TENANT COMMAND
Relationship	Sometimes CONTAINS 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 CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL

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 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	PEOPLE	
Subject Area	FACULTY	
Entity Type	CIVILIAN NPS FACULTY	
Entity Type	GENERIC NPS FACULTY	
Relationship	Sometimes IS SUPPORTED BY	One or More MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes PROVIDES	One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes PROVIDES	One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes INTERFACES WITH	One or More ORGANIZATION
Relationship	Sometimes RESOLVES	One or More SITUATION
Relationship	Sometimes ADMINISTERS	One or More NPS PROGRAM
Relationship	Sometimes DEVELOPS	One or More NPS PLAN
Relationship	Sometimes HOSTS	One or More NPS VISITOR OR GUEST
Relationship	Sometimes EDUCATES	One or More GENERIC NPS STUDENT
Relationship	Sometimes INTERFACES WITH	One or More GENERIC NPS STAFF
Relationship	Sometimes INTERFACES WITH	One or More TENANT COMMAND
Relationship	Sometimes IS PART OF	One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS PART OF	One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes USES	One or More MATERIAL
Relationship	Sometimes USES	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 PREPARES	One or More GENERIC BUDGET
Relationship	Sometimes ADMINISTERS 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 EMPLOYED BY	One NAVAL POSTGRADUATE SCHOOL
Entity Type	MILITARY FACULTY	

Entity Type	NPS_VISITOR_OR_GUEST
Relationship	Sometimes PROVIDES One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS_STUDENT
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS_STAFF
Relationship	Sometimes IS_HOSTED_BY One or More GENERIC NPS_FACULTY
Relationship	Sometimes IS_HOSTED_BY One or More NPS_ORGANIZATIONAL_CODE
Relationship	Sometimes IS_HOSTED_BY One or More ACADEMIC_DEPT_OR_GROUP
Relationship	Sometimes USES One or More MATERIAL
Relationship	Sometimes USES One or More LOCATION
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes PROVIDES One or More GENERIC GUIDANCE
Relationship	Sometimes PROVIDES One or More GENERIC_FUND
Relationship	Sometimes USES One or More FACILITY
Relationship	Sometimes IS_HOSTED_BY One NAVAL_POSTGRADUATE_SCHOOL

Subject Area	STAFF
Entity Type	CIVILIAN NPS STAFF
Entity Type	-GENERIC NPS STAFF
Relationship	Sometimes IS SUPPORTED BY One or More MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes PROVIDES One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes PROVIDES One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes INTERFACES WITH One or More ORGANIZATION
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes CONTROL One or More LAND
Relationship	Sometimes ADMINISTERS One or More NPS PROGRAM
Relationship	Sometimes DEVELOPS One or More NPS PLAN
Relationship	Sometimes INTERFACES WITH One or More NPS VISITOR OR GUEST
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS STUDENT
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS FACULTY
Relationship	Sometimes INTERFACES WITH One or More TENANT COMMAND
Relationship	Sometimes IS PART OF One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS PART OF One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes USES One or More MATERIAL
Relationship	Sometimes USES 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 PREPARES One or More GENERIC BUDGET
Relationship	Sometimes ADMINISTERS 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 EMPLOYED BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	MILITARY NPS STAFF



Subject Area	PLANS AND PROGRAMS
Subject Area	PLANS
Entity Type	ACADEMIC PLAN
Entity Type	ADMINISTRATIVE PLAN
Entity Type	CURRICULAR PLAN
Entity Type	DEPARTMENTAL PLAN
Entity Type	FINANCIAL PLAN
Entity Type	MIL OPS SUPPORT PLAN
Entity Type	NPS PLAN
Relationship	Sometimes IS AFFECTED BY One or More ORGANIZATION
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes IS DEVELOPED FOR One or More NPS PROGRAM
Relationship	Sometimes CONSIDERS One or More GENERIC NPS STUDENT
Relationship	Sometimes IS DEVELOPED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS DEVELOPED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS DEVELOPED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS DEVELOPED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes ACQUIRES One or More MATERIAL
Relationship	Sometimes DEVELOPS One or More LOCATION
Relationship	Sometimes IS CREATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes ALLOCATES One or More GENERIC FUND
Relationship	Sometimes IS CLASSIFIED AS One or More GENERIC BUDGET
Relationship	Sometimes DEVELOPS One or More FACILITY
Relationship	Sometimes LEAD TO DEVELOPMENT OF One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes REQUIRES One or More AGREEMENT
Relationship	Sometimes IS DEVELOPED BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	ORGANIZATIONAL CODE PLAN





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

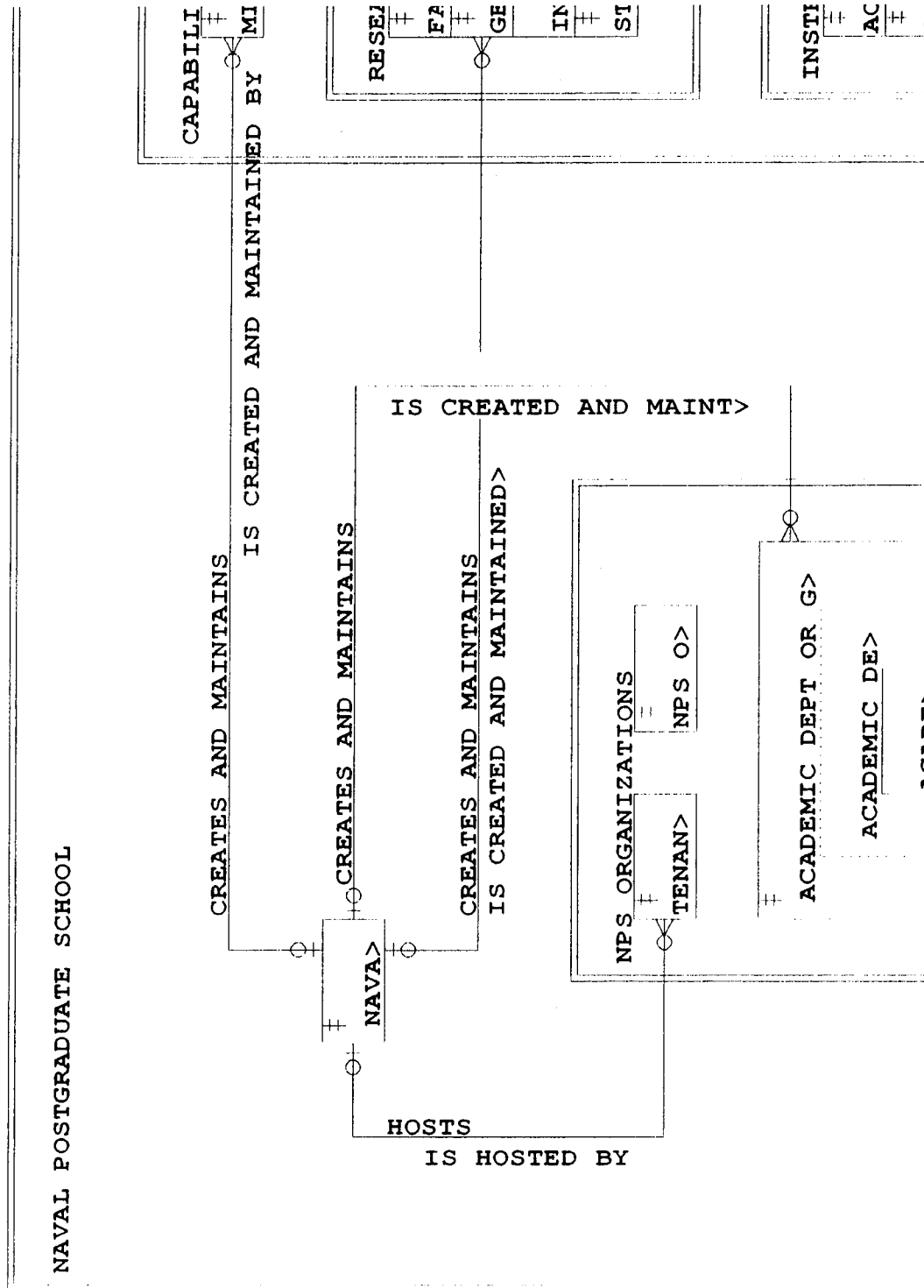
Subject Area	Entity Type	SITUATIONS
Relationship	Relationship	Sometimes IS RESOLVED BY One or More NPS PROGRAM
Relationship	Relationship	Sometimes IS RESOLVED THROUGH One or More NPS PLAN
Relationship	Relationship	Sometimes IS DEVELOPED BY One or More GENERIC NPS STUDENT
Relationship	Relationship	Sometimes IS RESOLVED BY One or More GENERIC NPS STUDENT
Relationship	Relationship	Sometimes IS RESOLVED BY One or More GENERIC NPS STAFF
Relationship	Relationship	Sometimes IS RESOLVED BY One or More GENERIC NPS FACULTY
Relationship	Relationship	Sometimes IS RESOLVED BY One or More TENANT COMMAND
Relationship	Relationship	Sometimes IS RESOLVED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Relationship	Sometimes IS RESOLVED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Relationship	Sometimes USES One or More MATERIAL
Relationship	Relationship	Sometimes OCCUR AT One or More LOCATION
Relationship	Relationship	Sometimes IS RESOLVED THROUGH One or More GENERIC GUIDANCE
Relationship	Relationship	Sometimes ALLOCATES One or More GENERIC FUND
Relationship	Relationship	Sometimes CHANGES One or More GENERIC BUDGET
Relationship	Relationship	Sometimes IS RESOLVED BY One NAVAL POSTGRADUATE SCHOOL

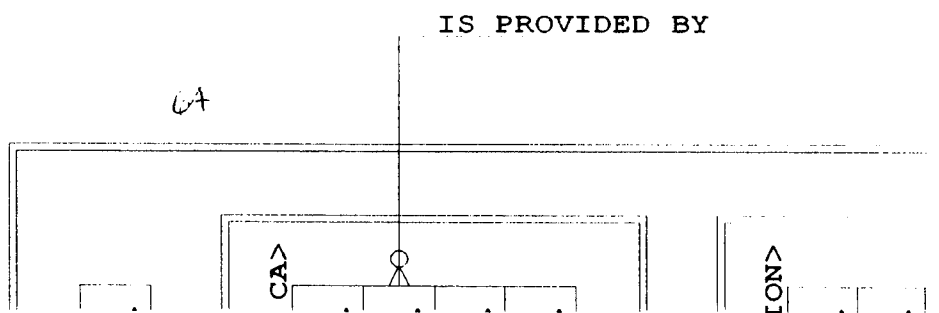
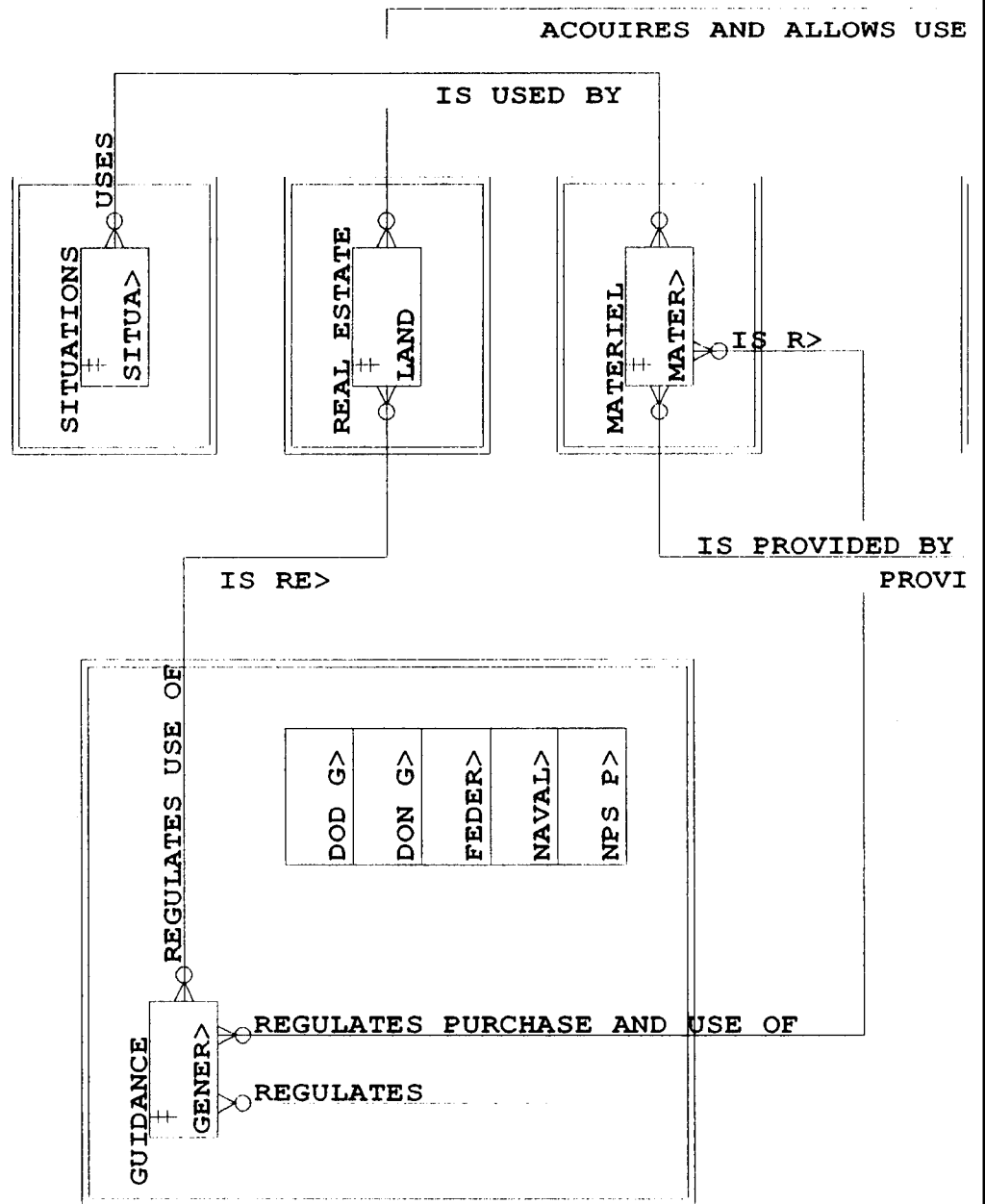
Subject Area	OTHER ORGANIZATIONS
Entity Type	ORGANIZATION
Partitioning	ORGANIZATION TYPE
Subtype	DOD ORGANIZATION
Partitioning	DOD ORGANIZATION TYPE
Subtype	DEFENSE AGENCY
Partitioning	DEFENSE AGENCY TYPE
Subtype	DHRSC ORGANIZATION
Subtype	DIS ORGANIZATION
Subtype	DMDC ORGANIZATION
Subtype	DRMI ORGANIZATION
Subtype	PERSEREC ORGANIZATION
Subtype	DEFENSE SECRETARY
Subtype	JOINT MILITARY STAFF
Subtype	MILITARY SERVICE ORGANIZATION
Partitioning	MILITARY SERVICE ORG TYPE
Subtype	US AIR FORCE ORGANIZATION
Subtype	US ARMY ORGANIZATION
Partitioning	US ARMY ORGANIZATION TYPE
Subtype	TRADOC ORGANIZATION
Subtype	US MARINE CORPS ORGANIZATION
Subtype	US NAVY ORGANIZATION
Partitioning	US NAVY ORGANIZATION TYPE
Subtype	USN EDUCATIONAL ORGANIZATION
Relationship	Sometimes INCLUDES One NAVAL POSTGRADUATE SCHOOL
Subtype	USN NON EDUCATIONAL ORGANIZATION
Partitioning	NON EDUCATIONAL USN ORG TYPE
Subtype	DENTAL ORGANIZATION
Subtype	FLENUMETOCEN ORGANIZATION
Subtype	MEDICAL ORGANIZATION
Subtype	NAVSECGRUDET ORGANIZATION
Subtype	NCIS ORGANIZATION
Subtype	NOAA ORGANIZATION
Subtype	NRL ORGANIZATION
Subtype	NTCC ORGANIZATION
Subtype	PSD ORGANIZATION

Subtype	UNIFIED_OR_SPECIFIED_COMMAND
Relationship	Sometimes SPONSORS One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes SPONSORS One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes SPONSORS One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes SPONSORS One or More NPS PROGRAM
	Sometimes IS CONSIDERED TO BE One or More TENANT_COMMAND
Subtype	FOREIGN GOVERNMENT ORGANIZATION
Subtype	FOREIGN NON GOVT ORGANIZATION
Subtype	INTERNATIONAL ORGANIZATION
Subtype	OTHER US GOVT ORGANIZATION
Subtype	US NON GOVT ORGANIZATION
Partitioning	US NON GOVT ORGANIZATION TYPE
Subtype	EDUCATIONAL INSTITUTION
Relationship	Sometimes IS AFFECTED BY One or More NPS PROGRAM
Relationship	Sometimes AFFECTS One or More NPS PROGRAM
Relationship	Sometimes AFFECTS One or More NPS PLAN
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS STAFF
Relationship	Sometimes INTERFACE WITH One or More GENERIC NPS FACULTY

**TAB E TO APPENDIX D**

Entity-Relationship Diagram (Sectional Foldout)





64

OTHER ORGANI +	
ORGANIZA	
ORGAN =	D

LOCATIONS +	
LOCATION	
GEOGRAPHICAL LOCATION AREA	
MONTEREY COUNTY LO>	
MONTEREY CO>	
LA ME>	
NPS A>	
NPS A>	
NPS B>	
NPS C>	

SAN P>



3

N TYPE

ANIZATION

ORGANIZATION TYPE

DEFENSE AGENCY

DEFENSE AGE>

DEFEN>

DHRSC>

DIS O>

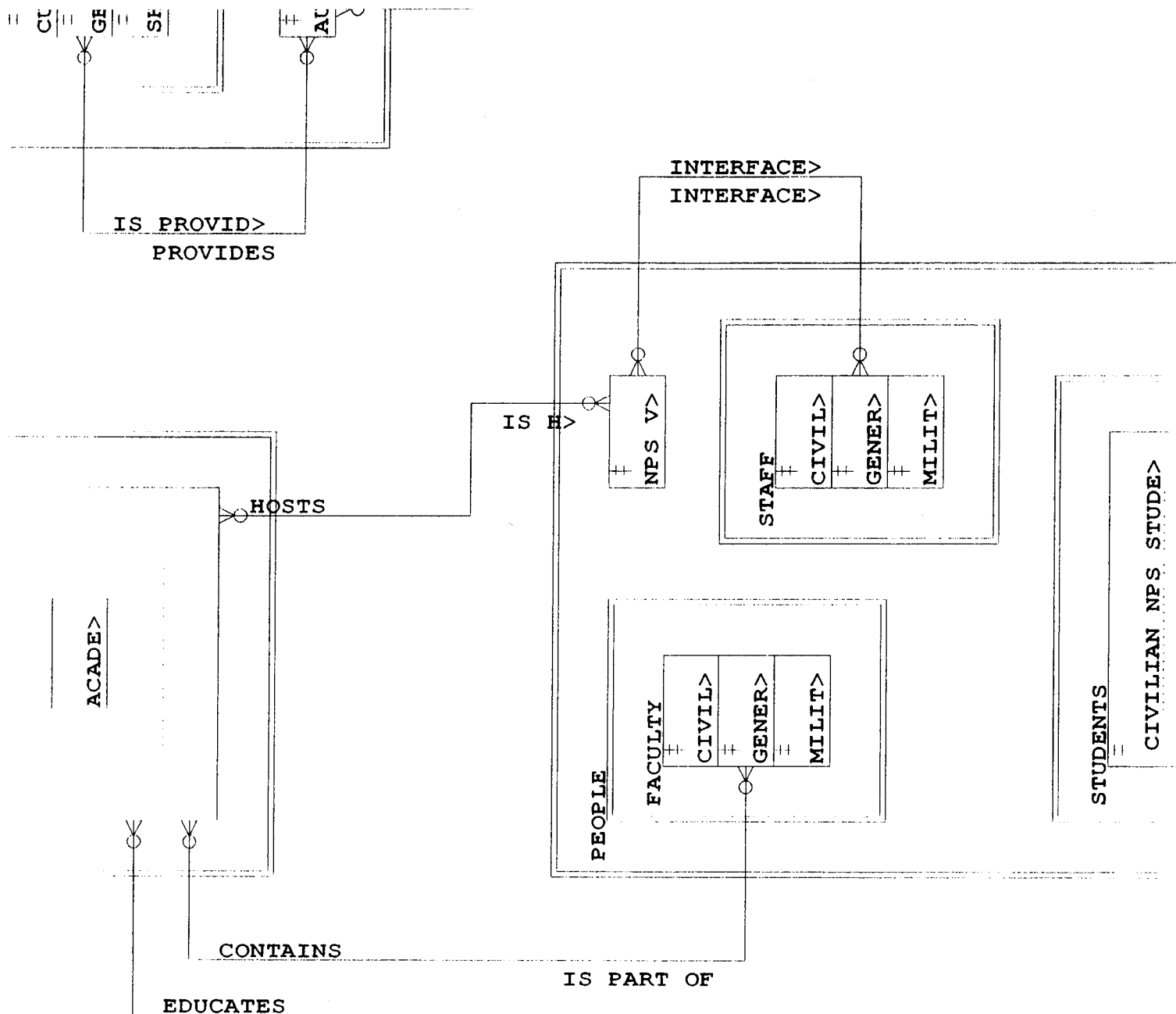
DMDC >

DRMI >

PERSE>

JOINT>

UNIFI>



OF

AGREEMENTS

AGREE>

OBTAINS USE OF

IS REQUIRED BY

DES

PROVIDES

IS ALLOCATED RESOURCES BY

FUNDS AND BUDGETS

BUDGETS

DEPAR>

GENER>

NPS B>

ORGAN>

RESEA>

FUNDS

APPROPRIATED FUND

APPROPRIATE>

MILCO>

MPN A>

OMN A>

OPN A>

PLANS AND PR

PLANS

REQUIRES

ACADE>

ADMIN>

CITIZEN

SANTA>

SAN L>

CONTAINS

IS CONTAINED IN

FACILITIES

ROVIDED THROUGH FACILITY

FACILITY TY>

PERMA>

PORTA>

TEMPO>

REQUIRES

IS DEVELOPED IN

IS DEVELOPED IN

IS DEVELOPED IN

MILITARY SERVICE ORGANIZATION

MILITARY SERVICE ORG TYPE

US ARMY ORGANIZATI>

US ARMY ORG>

TRADO>

US AI>

US MA>

US NAVY ORGANIZATION

US NAVY ORGANIZATION TYPE

USN E>

USN NON EDUCATIONA>

NON EDUCATI>

DENTA>

FLENU>

MEDIC>

NAVSE>

NCIS >

NOAA >

NAV >

CIVILLIAN ST>

FOREI>

US CI>

=  
GENER>

IS EDUCATED BY

+  
MILITARY NPS STUDE>

MILITARY ST>

FOREI>

US MI>

CURRI:
=
DEPAR:
=
FINAN:
=
MIL O:
=
NPS P:
=
ORGAN:

PROGRAMS
++
ACADE:
++
ADMIN:
=
CURRI:
=
DEPAR:
++
FINAN:
++
MIL O:
++
NPS P:
++
ORGAN:

IS DEVELOPED FOR  
DEVELOPS

IS REQUIRED BY

=  
GENER>

=  
DONAT>

NON A>

REVOL>

++  
REIMB>

SPECIAL FUND

SPECIAL FUN>

NPS O>

NPS S>





NRL >

NTCC >

PSD O >

GOVT ORGANIC >

ON GOVT >

DUCA >

FOREI >

FOREI >

OTHER >

INTER >

**TAB F TO APPENDIX D**

Function vs. Entity Type Matrix

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 21, 1994

Time: 15:23 Page: (1,1)

## Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
ACADEMIC PROGRAM	C	R	R	R	R	R	C	C	C	C	C	C	C	R	R	R		
ACADEMIC PLAN	C		R	R	C	C	C	C	C	C	C	C	R	R	R			
ACADEMIC COURSE INSTRUCTION	C		R	R	R	C	C	C	C	R	R	R	R	C	R			
NPS PROGRAM	C	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
MILITARY NPS STAFF	C	C	R	R	R	R	R	R	R	R	R	R	R	R	R		C	R
CIVILIAN NPS STAFF	C	C	R	R	R	R	R	R	R	R				R	C			
NPS POLICY GUIDANCE	C	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
NPS ORGANIZATIONAL CODE	C	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
AUTOMATED INFO SYSTEM RESOURCE	C	C	C	R	R	R	R	R	R	R	R	R	R	R	R			
NPS VISITOR OR GUEST	C	C	R	R	R	R	R	R	R	R	R	R	R	R	R			
ORGANIZATIONAL CODE PROGRAM	C	C	R	R	R	R	R	R	R	R				R				
SITUATION	C	C	R	R	R	R	R	R	R	R				R	R			
FACILITY	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R			
LOCATION	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R			
ADMINISTRATIVE PROGRAM	C	C	C	R	R	R	R	R	R	R	R	R	R	R	R			
ADMINISTRATIVE PLAN	C	C	C	R	R	R	R	R	R	R	R	R	R	R	R			
FACULTY RESEARCH	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R			
SHORT COURSE INSTRUCTION	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R			
DOD GUIDANCE	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R			
DON GUIDANCE	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R			
ORGANIZATION	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R			
AGREEMENT	R	R	R	R	C	R	R	R	R	R	R	R	R	R	R			
MILITARY OPS SUPPORT CAPABILITY	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R			
MATERIAL	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R			
MIL OPS SUPPORT PROGRAM	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R			
LAND	C	R												R	R			
MIL OPS SUPPORT PLAN	C	R													R			
NON APPROPRIATED FUND	R		C	R														
REIMBURSABLE FUND	R	R	R	C	R	R	R	R	R	R	R	R	R	R	R			
NPS BUDGET	R	R	R	R	C	R	R	R	R	R	R	R	R	R	R			
APPROPRIATED FUND	R	R	R	R	C	R	R	R	R	R	R	R	R	R	R			
FINANCIAL PLAN	R	R	R	C	R	R	R	R	R	R	R	R	R	R	R			
FINANCIAL PROGRAM	R	R	R	C	R	R	R	R	R	R	R	R	R	R	R			
NPS PLAN	R	R	R	R	C	R	R	R	R	R	R	R	R	R	R			
DEPARTMENTAL BUDGET	R	R	C	R	R													
DONATED FUND	R	R	C	R														
ORGANIZATIONAL CODE BUDGET	R	R	C	R														
ORGANIZATIONAL CODE PLAN	R	R	C	R														
REVOLVING FUND	R		C	R										R	R			
SPECIAL FUND			C	R										R	R			
NAVAL POSTGRADUATE SCHOOL			R	R										R	C			
TENANT COMMAND	R	R	R															
NAVAL SUBAREA SIX GUIDANCE																		

Model :NPS DATA MODEL VERSION 5

Date: Aug. 27, 1994

Subset:ALL

Time: 15:23 Page: (2,1)

Cell Values:

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D = Delete  
U = Update  
R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
MILITARY NPS STUDENT		R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R
CIVILIAN NPS STUDENT		R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R
ACADEMIC DEPT OR GROUP		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CIVILIAN NPS FACULTY		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
MILITARY FACULTY		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CURRICULUM INSTRUCTION		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CURRICULAR PROGRAM		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
INSTITUTIONAL RESEARCH		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
DEPARTMENTAL PROGRAM		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
DEPARTMENTAL PLAN		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CIVILIAN INSTITUTION INSTRUCTION		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CURRICULAR PLAN		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
RESEARCH BUDGET		R	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
STUDENT RESEARCH		R	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
FEDERAL GOVERNMENT GUIDANCE		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
GENERIC FUND																		
GENERIC NPS FACULTY																		
GENERIC RESEARCH CAPABILITY																		
GENERIC GUIDANCE																		
GENERIC INSTRUCTION CAPABILITY																		
GENERIC BUDGET																		
GENERIC NPS STUDENT																		
GENERIC NPS STAFF																		

**TAB G TO APPENDIX D**

Entity Type vs. Organizational Unit Matrix



Model :NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Time: 15:46 Page: (1,2)

Subset:ALL

Cell Values:

- Not referenced
- C - Create
- D - Delete
- J - Update
- R - Read only

Organizational Unit	Entity Type	Special Fund	Revolving Fund	Non Appropriated Fund	Facility	NAVAL SUBAREA SIX GUIDANCE	LAND	NPS VISITOR OR GUEST	INSTITUTIONAL RESEARCH	AUTOMATED INFO SYSTEM RESOURCE	SITUATION	NAVAL POSTGRADUATE SCHOOL	GENERIC BUDGET	GENERIC RESEARCH CAPABILITY	GENERIC NPS FACULTY	GENERIC NPS STUDENT	GENERIC GUIDANCE	GENERIC NPS STAFF	GENERIC FUND	GENERIC INSTRUCTION CAPABILITY
RESOURCE MANAGEMENT CODE 02	C	C	C	C																
COMPTROLLER CODE 21	C	C	C	C																
ASSISTANT COMPTROLLER CODE 210																				
NAVAL POSTGRADUATE SCHOOL																				
PROVOST CODE 01																				
ASSISTANT PROVOST																				
ACADEMIC PLANNING CODE 011																				
ACADEMIC BUDGET CODE 0112																				
CODE 007 SUP EXECUTIVE ASSISTANT																				
CODE 001 FLAG LT																				
PROGRAMS CODE 03																				
ASSISTANT PROGRAMS CODE 03A																				
ACADEMIC CHAIRS																				
AA																				
CS																				
EC																				
VA																				
ME																				
NR																				
NS																				
OC																				
OR																				
PH																				
SM																				
IAC																				
CC																				
EW																				
SP																				

hL

Model :NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Subset: ALL

Time: 15:46 Page: (2,1)

Cell Values:

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C      - Not referenced
C      - Create
C      - Delete
U      - Update
R      - Read only

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# Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994  
Time: 15:46 Page: (2,2)

Cell Values:  
- Not referenced  
C - Create  
D - Delete  
U - Update  
R - Read only

| Organizational Unit | Entity Type                    | SPECIAL FUND | REVOLVING FUND | NON APPROPRIATED FUND | FACILITY | NAVAL SUBAREA SIX GUIDANCE | LAND | NPS VISITOR OR GUEST | INSTITUTIONAL RESEARCH | AUTOMATED INFO SYSTEM RESOURCE | SITUATION | NAVAL POSTGRADUATE SCHOOL | GENERIC BUDGET | GENERIC RESEARCH CAPABILITY | GENERIC NPS FACULTY | GENERIC NPS STUDENT | GENERIC GUIDANCE | GENERIC NPS STAFF | GENERIC FUND | GENERIC INSTRUCTION CAPABILITY |
|---------------------|--------------------------------|--------------|----------------|-----------------------|----------|----------------------------|------|----------------------|------------------------|--------------------------------|-----------|---------------------------|----------------|-----------------------------|---------------------|---------------------|------------------|-------------------|--------------|--------------------------------|
| UN                  | ACADEMIC ASSOCIATES            |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | C3 AND SPACE CODE 39           |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | SSO CODE 38B                   |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | CURRICULAR OFFICERS            |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | OR CODE 30                     |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | AERO CODE 31                   |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | ECE CODE 32                    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | NEPS CODE 33                   |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | USW AND EW CODE 3A             |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | NAVAL ENG CODE 34              |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | AIR OCEAN CODE 35              |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | ADMIN CODE 36                  |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | COMPUTER TECH CODE 37          |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | NSA CODE 38                    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | INSTRUCTION CODE 06            |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | FACULTY CODE 07                |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | ASSOCIATE FACULTY              |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | MILITARY FACULTY CODE 07M      |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | ASSISTANT INSTRUCTION CODE 06M |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | QRM CODE 64                    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | HOUSING CODE 43H               |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | WNR CODE 45                    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | CHILD DEVELOPMENT CODE 452C    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | FAMILY SERVICE CODE 47         |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | NEX CODE 48                    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | BOO AND BEO CODE 49            |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
|                     | CHAPLAIN CODE 46               |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |



# Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994

Time: 15:46 Page: (3,2)

## Cell Values:

- Not referenced
- Create
- Delete
- Update
- Read only

| Entity Type                      | SPECIAL FUND | REVOLVING FUND | NON APPROPRIATED FUND | FACILITY | NAVAL SUBAREA SIX GUIDANCE | LAND | NPS VISITOR OR GUEST | INSTITUTIONAL RESEARCH | AUTOMATED INFO SYSTEM RESOURCE | SITUATION | NAVAL POSTGRADUATE SCHOOL | GENERIC BUDGET | GENERIC RESEARCH CAPABILITY | GENERIC NPS FACULTY | GENERIC NPS STUDENT | GENERIC GUIDANCE | GENERIC NPS STAFF | GENERIC FUND | GENERIC INSTRUCTION CAPABILITY |
|----------------------------------|--------------|----------------|-----------------------|----------|----------------------------|------|----------------------|------------------------|--------------------------------|-----------|---------------------------|----------------|-----------------------------|---------------------|---------------------|------------------|-------------------|--------------|--------------------------------|
| Organizational Unit              |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| COMO CLUB CODE 45C               | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| SPORTS CODE 45G                  | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| RECREATION CODE 45R              | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| YOUTH CENTER CODE 45Y            | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| COMO DIVISION CODE 451E          | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| MILITARY BUDGET ASST CODE 04B    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| MWR ADMIN CODE 45A               | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| SECURITY INVESTIGATIONS CODE 444 |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| SECURITY ADMIN CODE 442          |              |                |                       |          |                            |      | R                    |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| LAW ENFORCEMENT OPS CODE 441     |              |                |                       |          |                            |      | R                    |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| FOOD SERVICE CODE 423            |              |                |                       |          |                            |      | R                    |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| PUBLIC AFFAIRS CODE 042          |              |                |                       |          |                            |      |                      |                        |                                | R         |                           |                |                             |                     |                     |                  |                   |              |                                |
| SUPPLY CODE 42                   |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| MILITARY OPERATIONS CODE 04      |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| ASSISTANT MIL OPS CODE 04A       |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| PUBLIC WORKS CODE 43             | R            |                |                       | C        |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| ASSISTANT PW CODE 43A            | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| SRVCS CONTRACTS CODE 432         |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| CIVIL ENGINEER CODE 43B          | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| ENVIRONMENT PROTECTION CODE 43E  | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| DRIOCC CODE 43R                  | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| ENGINEERING DIVISION CODE 436    | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| MAINTENANCE CONTROL CODE 435     | R            |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| MATERIAL DIVISION CODE 421       |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| SECURITY MANAGER CODE 043        |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| CONTROL DIVISION CODE 422        |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| SHOPS DIVISION CODE 431          |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |
| TELEPHONE MECHANIC CODE 43T      |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                |                             |                     |                     |                  |                   |              |                                |

Model :NPS DATA MODEL VERSION 5  
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Date: Aug. 29, 1994  
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C      - Not referenced
D      - Create
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Date: Aug. 29, 1994

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Entity Type  
SPECIAL FUND  
REVOLVING FUND  
NON APPROPRIATED FUND  
LAND  
NPS VISITOR OR GUEST  
INSTITUTIONAL RESEARCH  
AUTOMATED INFO SYSTEM RESOURCE  
SITUATION  
NAVAL POSTGRADUATE SCHOOL  
GENERIC BUDGET  
GENERIC RESEARCH CAPABILITY  
GENERIC NPS FACULTY  
GENERIC NPS STUDENT  
GENERIC GUIDANCE  
GENERIC NPS STAFF  
GENERIC FUND  
GENERIC INSTRUCTION CAPABILITY

Entity Type

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SITUATION	_____
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Entity Type  
SPECIAL FUND  
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NAVAL SUBAREA SIX GUIDANCE  
LAND  
NPS VISITOR OR GUEST  
INSTITUTIONAL RESEARCH  
AUTOMATED INFO SYSTEM RESOURCE  
SITUATION  
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GENERIC NPS STAFF  
GENERIC FUND  
GENERIC INSTRUCTION CAPABILITY

Entity Type  
Special Fund  
Revolving Fund  
Non Appropriated Fund  
Facility  
Naval Subarea Six Guidance  
Land  
NPS Visitor Or Guest  
Institutional Research  
Situational Info System Resource  
Naval Postgraduate School  
Generic Budget  
Generic Research Capability  
Generic NPS Faculty  
Generic NPS Student  
Generic Guidance  
Generic NPS Staff  
Generic Fund  
Generic Instruction Capability

Entity Type  
Special Fund  
REVOLVING FUND  
NON APPROPRIATED FUND  
FACILITY  
NAVAL SUBAREA SIX GUIDANCE  
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GENERIC FUND  
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Entity Type  
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# Model :NPS DATA MODEL VERSION 5

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- Not referenced
- C - Create
- D - Delete
- U - Update
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Date: Aug. 29, 1994  
Time: 15:46 Page: (5,2)

Organizational Unit	Entity Type	SPECIAL FUND	REVOLVING FUND	NON APPROPRIATED FUND	NAVAL SUBAREA SIX GUIDANCE	LAND	NPS VISITOR OR GUEST	INSTITUTIONAL RESEARCH	AUTOMATED INFO SYSTEM RESOURCE	SITUATION	NAVAL POSTGRADUATE SCHOOL	GENERIC BUDGET	GENERIC RESEARCH CAPABILITY	GENERIC NPS FACULTY	GENERIC NPS STUDENT	GENERIC GUIDANCE	GENERIC NPS STAFF	GENERIC FUND	GENERIC INSTRUCTION CAPABILITY
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CODE 006 LEGAL																			
CODE 005 OSH MGR																			
CODE 009 EEO																			
CODE 034M FLIGHT DOC																			
STUDENT ADMIN CODE 032A																			
STUDENT PROJECTS CODE 032D																			
GRADUATION COORDINATOR CODE 032B																			
PROGRAMS AND PLANS CODE 032																			
CIVILIAN INSTITUTIONS CODE 031																			
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FISCAL ANALYSIS CODE 213																			
CFAR CODE 211																			
TRAVEL CODE 210T																			

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# Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994  
Time: 15:46 Page: (6,2)

Cell Values:

- Not referenced
- C - Create
- D - Delete
- U - Update
- R - Read only

Entity Type	Special Fund	Revolving Fund	Non Appropriated Fund	Facility	Naval Subarea Six Guidance	Land	NPS Visitor or Guest	Institutional Research	Automated Info System Resource	Situation	Naval Postgraduate School	Generic Budget	Generic Research Capability	Generic NPS Faculty	Generic NPS Student	Generic Guidance	Generic NPS Staff	Generic Fund	Generic Instruction Capability
Organizational Unit																			
Affirmative Employment Code 222																			
Human Relations Code 221																			
Human Resources Code 22																			
Employee Development Code 224																			
Personnel Code 22A																			
ADP and Tech Support Code 223																			
Timekeeping Code 214																			
Assistant Students Code 03B																			
Thesis Processing Code 82SD																			
Aviation Safety Code 034																			
USA Rep Code 038																			
USMC Rep Code 037																			
USAF Rep Code 039																			
Institutional Research Code 0113																			
Admissions Code 52																			
QHRSC Code 65																			
OP Med Info Lab Code 56																			
Printing Code DPS																			

**TAB H TO APPENDIX D**

Function vs. Entity Type Matrix (Clustered)

Model :NPS DATA MODEL VERSION 5

Date: Aug. 27, 1994

Subset:ALL

Time: 15:49 Page: (1,1)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
ACADEMIC PROGRAM		C		R	R	R	R	C	C	C	C	C	C	R	R	R		
ACADEMIC PLAN		C				R	R	C	C	C	C	C	C	R	R	R		
ACADEMIC COURSE INSTRUCTION		C			R	R	R	C	C	C	C	R	R	R	C	R		
NPS PROGRAM		C	C	R	R	R	R	R	R	R	R	R	R	R	R	R		
MILITARY NPS STAFF		C	C	R	R	R	R	R	R	R	R	R	R	R	R		C	R
CIVILIAN NPS STAFF		C	C	R	R	R	R	R	R	R	R				R		C	
NPS POLICY GUIDANCE		C	C	R	R	R	R	R	R	R	R	R	R		R	R	R	R
NPS ORGANIZATIONAL CODE		C	C	R	R	R	R	R	R	R	R	R	R			R	R	
AUTOMATED INFO SYSTEM RESOURCE		C	C	C	R	R		R	R	R	R	R	R		R	R		
NPS VISITOR OR GUEST		C	C	R	R	R		R	R	R	R			R	R	R	R	
ORGANIZATIONAL CODE PROGRAM		C	C	R	R	R	R	R	R	R	R				R			
SITUATION		C	C		R	R		R	R	R					R	R	R	
FACILITY		R	C	R	R	R		R	R	R	R	R	R	R	R		R	
LOCATION		R	C	R	R	R		R	R	R	R	R	R		R		R	
ADMINISTRATIVE PROGRAM			C	C	C	R	R	R	R	R	R	R	R				R	
ADMINISTRATIVE PLAN			C	C	C	R	R	R	R	R	R	R	R					
FACULTY RESEARCH		R		C	R	R	R	R	R		R	R	R	R		R	R	
SHORT COURSE INSTRUCTION		R	R	C	R	R	R	R			R			R	R		R	
DOD GUIDANCE		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
DON GUIDANCE		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ORGANIZATION		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	C	
AGREEMENT		R	R	R	R	R	C	R	R	R	R	R	R	R	R	R	C	

## Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
MILITARY OPS SUPPORT CAPABILITY		C	R	R	R	R	R	R	R	R			R	R		C		
MATERIAL		R	C	R	R	R	R	R	R	R	R		R	R				
MIL OPS SUPPORT PROGRAM		C		R	R	R	R				R			R		R		
LAND		C			R								R			R		
MIL OPS SUPPORT PLAN		C			R											R		
NON APPROPRIATED FUND		R			C	R										R		
REIMBURSABLE FUND		R	R	R		C	R	R	R	R	R	R	R	R	R	R		
NPS BUDGET		R	R	R	R	C	R	R	R	R	R	R	R	R	R	R		
APPROPRIATED FUND		R	R	R	R	C	R	R	R	R	R	R	R	R	R	R		
FINANCIAL PLAN		R	R	R		C	R	R	R	R	R	R	R	R				
FINANCIAL PROGRAM		R	R	R		C	R	R	R	R	R	R	R	R				
NPS PLAN		R	R	R	R	C	R	R	R		R			R	R	R		
DEPARTMENTAL BUDGET		R		R		C	R	R							R	R		
DONATED FUND		R	R			C	R											
ORGANIZATIONAL CODE BUDGET		R	R		R	C	R											
ORGANIZATIONAL CODE PLAN		R	R		R	C	R											
REVOLVING FUND			R			C	R						R				R	
SPECIAL FUND						C	R						R				R	
NAVAL POSTGRADUATE SCHOOL					R	R							R			C		
TENANT COMMAND		R	R		R											C		
NAVAL SUBAREA SIX GUIDANCE																C	R	
MILITARY NPS STUDENT		R	R	R	C	R	R	R	R	R	R		R	R				R

Model :NPS DATA MODEL VERSION 5

Date: Aug. 27, 1994

Subset:ALL

Time: 15:49 Page: (3,1)

Cell Values:

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C = Create

D = Delete

U = Update

R = Read only

Entity Type

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
CIVILIAN NPS STUDENT		R	R	R	C	R	R	R	R	R	R			R	R	R		
ACADEMIC DEPT OR GROUP		C		R		R	R	R	R	R	R			R	R	R		
CIVILIAN NPS FACULTY		C		R		R	R	R	R	R	R				R	R		
MILITARY FACULTY		C		R	R	R	R	R	R	R	R				R	R		
CURRICULUM INSTRUCTION		C		R	R	R	R	R				R	R	R	R	U		
CURRICULAR PROGRAM		C		R	R	R	R	R				R	R	R	R	U		
INSTITUTIONAL RESEARCH		C		R	R	R		R			R	R	R	R		R		
DEPARTMENTAL PROGRAM		C		R		R	R	R							R	R		
DEPARTMENTAL PLAN		C		R		R	R	R							R	R		
CIVILIAN INSTITUTION INSTRUCTION		R			R	R	R	R	R	R	R	R	C	R	R	R		
CURRICULAR PLAN		R		R		R	R					R	R	R		C		
RESEARCH BUDGET		R		C		R	R							R				
STUDENT RESEARCH		R		C	R							R	R	R				
FEDERAL GOVERNMENT GUIDANCE			R	R	R			R	R				R	R	R		R	
GENERIC FUND																		
GENERIC NPS FACULTY																		
GENERIC RESEARCH CAPABILITY																		
GENERIC GUIDANCE																		
GENERIC INSTRUCTION CAPABILITY																		
GENERIC BUDGET																		
GENERIC NPS STUDENT																		
GENERIC NPS STAFF																		

**TAB I TO APPENDIX D**

Info System vs. Organizational Unit Matrix



Date: Aug. 29, 1994

Time: 16:17 Page: (2,1)

- Not referenced

X - Include

1 2 3

7  
8  
9

**NSA CODE: 38**

ISSQ CODE 38

**COMPUTER ASSISTED**

ACADEMIC CO

MIS CODE 53

### INSTRUCTION

ACADEMIC ASSESSMENT

## 16GMT ANALYSIS

## CLASS SCHEDULE

### ADMISSIONS

CRM CODE  
JDOJ CSBHC

**OP MED INEC**

**ASSOCIATE E**

ACADEMIC CH

[illegible]

17A





Model :NPS DATA MODEL VERSION 5  
 Subset:ALL

Date: Aug. 29, 1994  
 Time: 16:17 Page: (4,1)

Cell Values:  
 - Not referenced  
 X - Include  
 1 2 3  
 4 5 6  
 7 8 9

Organizational Unit	ACADEMIC DEPT BUDGETS	ADMISSIONS SYSTEM	BAVYAN VINES ADMIN LAN	BOSUN LIBRARY CATALOG	CIVILIAN INSTITUTION DATABASE	CLASS SCHEDULER SYSTEM	CURRICULAR OFFICER CURRIC SYSTEM	DEFENSE CIV PERS DATA SYSTEM	DIALOG LIBRARY SERVICES	DTIC LIBRARY SERVICES	FACULTY DATABASE	FSA LIAISON	HEALTH SCIENCES STUDY CENTER	HRO EXTERNAL	HRO LAN	LEAVE CONTROL NUMBERS	MAINTENANCE MAS	MINOR PROPERTY	MSDS	NITRAS	OFFICER AND ENLISTED ROSTER	POLIS MAINFRAME	PW AUTHORITY	PW BOOKS	PW EMPLOYEE FILES	PW HOUSING SYSTEM	PW JOBS	PW LABOR	PW LAB MEM	PW SPACE AND FACILITIES	REGISTER STAR SYSTEM	REQUISITION	RESEARCH BUDGETS	RESEARCH PROPOSALS	RSS ONLINE CATALOG	SACONS	STILAS RESEARCH REPORTS
EMPLOYEE DEVELOPMENT CODE 224																																					
PERSONNEL CODE 22A																																					
COMMAND EVALUATION CODE 23																																					
PROGRAMS CODE 03																																					
ASSISTANT PROGRAMS CODE 03A																																					
CIVILIAN INSTITUTIONS CODE 031																																					
PROGRAMS AND PLANS CODE 032																																					
STUDENT ADMIN CODE 032A																																					
GRADUATION COORDINATOR CODE 032B																																					
STUDENT PROJECTS CODE 032D																																					
EDUCATIONAL MEDIA CODE 032E																																					
AVIATION SAFETY CODE 034																																					
INTERNATIONAL PROGRAMS CODE 035																																					
STUDENTS																																					
MILITARY OPERATIONS CODE 04																																					
ASSITANT MIL OPS CODE 04A																																					
PUBLIC AFFAIRS CODE 042																																					
SECURITY MANAGER CODE 043																																					
ENL XO AND ADMIN SVCS CODE 41																																					
CC CODE 41A																																					
STAFF ADMIN CODE 412																																					
SUPPLY CODE 42																																					
MATERIAL DIVISION CODE 421																																					
CONTROL DIVISION CODE 422																																					
FOOD SERVICE CODE 423																																					
PUBLIC WORKS CODE 43																																					
ASSISTANT PW CODE 43A																																					

# Model :NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Subset:ALL

Time: 16:17 Page: (5,1)

Cell Values:

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Organizational Unit	ACADEMIC DEPT BUDGETS	ADMISSIONS SYSTEM	BANYAN VINES ADMIN LAN	BOSUN LIBRARY CATALOG	CIVILIAN INSTITUTION DATABASE	CLASS SCHEDULER SYSTEM	CURRICULAR OFFICER CURRIC SYSTEM	DEFENSE CIV PERS DATA SYSTEM	DIALOG LIBRARY SERVICES	DTIC LIBRARY SERVICES	FACULTY DATABASE	FSA LIAISON	HEALTH SCIENCES STUDY CENTER	HRO EXTERNAL	HRO LAN	LEAVE CONTROL NUMBERS	MAINTENANCE MAS	MINOR PROPERTY	NITRAS	OFFICER AND ENLISTED ROSTER	POLS MAINFRAME	PM AUTHORITY	PM BOOKS	PM EMPLOYEE FILES	PM HOUSING SYSTEM	PM JOBS	PM LABOR	PM LAB MEM	PM SPACE AND FACILITIES	REGISTRAR STAR SYSTEM	REQUISITION	RESEARCH BUDGETS	RESEARCH PROPOSALS	RSS ONLINE CATALOG	SACONS	STILAS RESEARCH REPORTS
TELEPHONE MECHANIC CODE 43T																																				
SRVCS CONTRACTS CODE 432																																				
PW ADMIN ASST CODE 434																																				
MAINTENANCE CONTROL CODE 435																																				
PW COMPUTER SPECIALIST CODE 43CP																																				
CIVIL ENGINEER CODE 43B																																				
ENVIRONMENT PROTECTION CODE 43E																																				
HOUSING CODE 43H																																				
DRICC CODE 43R																																				
ENGINEERING DIVISION CODE 436																																				
SECURITY OFFICE CODE 44																																				
LAW ENFORCEMENT OPS CODE 441																																				
FIRE CHIEF CODE 443																																				
FIRE INSPECTOR CODE 443A																																				
SECURITY INVESTIGATIONS CODE 444																																				
SECURITY ADMIN CODE 442																																				
VEHICLE REGISTRATION																																				
WVR CODE 45																																				
WVR ADMIN CODE 45A																																				
COMO CLUB CODE 45C																																				
SPORTS CODE 45G																																				
RECREATION CODE 45R																																				
YOUTH CENTER CODE 45Y																																				
COMO DIVISION CODE 451E																																				
CHILD DEVELOPMENT CODE 452C																																				
FAMILY SERVICE CODE 47																																				
NEX CODE 48																																				
BOQ AND BEQ CODE 49																																				

Model :NPS DATA MODEL VERSION 5  
 Subset:ALL

Date: Aug. 29, 1994  
 Time: 16:17 Page: (6,1)

Cell Values:		Organizational Unit		Current Info System	
-	Not referenced	MILITARY BUDGET ASST	CODE 04B	ACADEMIC DEPT BUDGETS	
X	Include	CHAPLAIN CODE 46		ADMISSIONS SYSTEM	
1	2	TENANT COMMANDS		BANYAN VINES ADMIN IAN	
4	5	DENTAL		BOSUN LIBRARY CATALOG	
7	8	DHRSC		CIVILIAN INSTITUTION DATABASE	
	9	DHRSC		CLASS SCHEDULER SYSTEM	
		DHRSC		CURRICULAR OFFICER CURRIC SYSTEM	
		DHRSC		DEFENSE CIV PERS DATA SYSTEM	
		DHRSC		DIALOG LIBRARY SERVICES	
		DHRSC		DTIC LIBRARY SERVICES	
		DHRSC		EACULTY DATABASE	
		DHRSC		FSA LIAISON	
		DHRSC		HEALTH SCIENCES STUDY CENTER	
		DHRSC		HRO EXTERNAL	
		DHRSC		HRO IAN	
		DHRSC		LEAVE CONTROL NUMBERS	
		DHRSC		MAINTENANCE MAS	
		DHRSC		MINOR PROPERTY	
		DHRSC		MSDS	
		DHRSC		NITRAS	
		DHRSC		OFFICER AND ENLISTED ROSTER	
		DHRSC		POLS MAINFRAME	
		DHRSC		PW AUTHORITY	
		DHRSC		PW BOOKS	
		DHRSC		PW EMPLOYEE FILES	
		DHRSC		PW HOUSING SYSTEM	
		DHRSC		PW JOBS	
		DHRSC		PW LABOR	
		DHRSC		PW LAB MEM	
		DHRSC		PW SPACE AND FACILITIES	
		DHRSC		REGISTER STAR SYSTEM	
		DHRSC		REQUISITION	
		DHRSC		RESEARCH BUDGETS	
		DHRSC		RESEARCH PROPOSALS	
		DHRSC		RSS ONLINE CATALOG	
		DHRSC		SACONS	
		DHRSC		STILLAS RESEARCH REPORTS	

**TAB J TO APPENDIX D**

Info System vs. Entity Type Matrix

o

## Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

	Current Info System															
Entity Type	BANYAN VINES ADMIN LAN	CURRICULAR OFFICER CURRIC SYSTEM	CLASS SCHEDULER SYSTEM	REGISTRAR STAR SYSTEM	NITRAS	ACADEMIC DEPT BUDGETS	RESEARCH PROPOSALS	RESEARCH BUDGETS	CIVILIAN INSTITUTION DATABASE	MAINFRAME MAS	POLS MAINFRAME	PW AUTHORITY	PW LABOR	PW JOBS	PW LAB MEM	PW SPACE AND FACILITIES
ORGANIZATION	R	R	R				R		R	R	R		R	R	R	R
FACILITY	R	R	R								R	R	R	R	R	R
MILITARY NPS STAFF	R	R	R	R	R	R						R	R	R	R	
MILITARY FACULTY	R	R	R	R	R	R	R									
ACADEMIC DEPT OR GROUP	R	R	R	R		R	R	R								R
DEPARTMENTAL PLAN	R	R				R	R	R								
DEPARTMENTAL BUDGET	R	R				C	R	R								
FACULTY RESEARCH	R				R	R	R	R								
STUDENT RESEARCH	R				R	R	R	R	R							
FINANCIAL PLAN	R					R	R	R	R	R	R	R	R	R	R	
FINANCIAL PROGRAM	R					R	R	R	R	R	R	R	R	R	R	
REIMBURSABLE FUND	R					R	R					R	R			
APPROPRIATED FUND	R					R						R				
NON APPROPRIATED FUND	R					R					R	R				
MATERIAL	R							R								R
LOCATION	R		R				R		R							R
NPS ORGANIZATIONAL CODE	R	R		R												R
MILITARY NPS STUDENT	R	R	R	R	R				R							
CIVILIAN NPS STUDENT	R	R	R	R	R				R							
CURRICULUM INSTRUCTION	R	R	R	R	R				R							
CIVILIAN NPS FACULTY	R	R	R	R	R											
CIVILIAN NPS STAFF	R	R	R	R	R								R	R		R
SITUATION	R	R	R										R	R		
ACADEMIC PROGRAM	R	R	R			R										

## Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	PW HOUSING SYSTEM	LEAVE CONTROL NUMBERS	OFFICER AND ENLISTED ROSTER	FACULTY DATABASE	HRO LAN	DEFENSE CIV PERS DATA SYSTEM	DTIC LIBRARY SERVICES	DIALOG LIBRARY SERVICES	BOSUN LIBRARY CATALOG	HRO EXTERNAL	HEALTH SCIENCES STUDY CENTER	PW BOOKS	REQUISITION	SACONS	FSA LIAISON	ADMISSIONS SYSTEM	RSS ONLINE CATALOG	NCEDS	STILAS RESEARCH REPORTS
ORGANIZATION		R	R			R					R	R	R							R
FACILITY		R											R	R	R			R		
MILITARY NPS STAFF		R	R	R																
MILITARY FACULTY		R	R	R	R															
ACADEMIC DEPT OR GROUP				R																
DEPARTMENTAL PLAN																				
DEPARTMENTAL BUDGET																				
FACULTY RESEARCH					R			R	R	R										R
STUDENT RESEARCH								R	R	R		R								
FINANCIAL PLAN														R	R	R				
FINANCIAL PROGRAM														R	R	R				
REIMBURSABLE FUND														R	R	R				
APPROPRIATED FUND													R	R	R	R				
NON APPROPRIATED FUND														R	R					
MATERIAL														R	R			R		
LOCATION																		R		
NPS ORGANIZATIONAL CODE			R	R									R							
MILITARY NPS STUDENT		R	R														C			
CIVILIAN NPS STUDENT		R															C			
CURRICULUM INSTRUCTION																				
CIVILIAN NPS FACULTY					R	R	R													
CIVILIAN NPS STAFF					R	R	R													
SITUATION																				
ACADEMIC PROGRAM																				

Model : NPS DATA MODEL VERSION 5  
Subset: ALL

Date: Aug. 29, 1994  
Time: 10:36 Page: (2,1)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	BANYAN VINES ADMIN LAN	CURRICULAR OFFICER CURRIC SYSTEM	CLASS SCHEDULER SYSTEM	REGISTRAR STAR SYSTEM	NITRAS	ACADEMIC DEPT BUDGETS	RESEARCH PROPOSALS	RESEARCH BUDGETS	CIVILIAN INSTITUTION DATABASE	MAINFRAME MAS	POLS MAINFRAME	PW AUTHORITY	PW LABOR	PW JOBS	PW LAB MEM	PW SPACE AND FACILITIES	MINOR PROPERTY	MSDS	PW EMPLOYEE FILES
ACADEMIC COURSE INSTRUCTION	R	R	C	R		R														
SHORT COURSE INSTRUCTION	R		R	R	R	R														
INSTITUTIONAL RESEARCH	R					R														
DEPARTMENTAL PROGRAM	R	R				R												R		
ACADEMIC PLAN	R	R				R														
CURRICULAR PROGRAM	R	R			R				R											
CURRICULAR PLAN	R	R			R															
ADMINISTRATIVE PROGRAM	R	R																		
NPS POLICY GUIDANCE	R	R																		
DOD GUIDANCE	R																			
DON GUIDANCE	R																			
FEDERAL GOVERNMENT GUIDANCE	R																			
LAND	R																			
MILITARY OPS SUPPORT CAPABILITY	R											R	R	R	R	R				
REVOLVING FUND	R											R	R	R	R	R				
TENANT COMMAND	R											R	R	R	R	R				
AGREEMENT	R											R	R	R	R					
MIL OPS SUPPORT PLAN	R											R								
MIL OPS SUPPORT PROGRAM	R																			
NAVAL POSTGRADUATE SCHOOL	R																			
NAVAL SUBAREA SIX GUIDANCE	R																			
NPS BUDGET	R					R														
DONATED FUND	R																			
SPECIAL FUND	R																			



Model :NPS DATA MODEL VERSION 5  
Subset:ALL

Date: Aug. 29, 1994  
Time: 10:36 Page: (2,2)

Cell Values:

= Not referenced  
C = Create  
D = Delete  
U = Update  
R = Read only

Entity Type	Current Info System	PW HOUSING SYSTEM	LEAVE CONTROL NUMBERS	OFFICER AND ENLISTED ROSTER	FACULTY DATABASE	HRO LAN	DEFENSE CIV PERS DATA SYSTEM	DTIC LIBRARY SERVICES	DIALOG LIBRARY SERVICES	BOSUN LIBRARY CATALOG	HRO EXTERNAL	HEALTH SCIENCES STUDY CENTER	PW BOOKS	REQUISITION	SACONS	FSA LIAISON	ADMISSIONS SYSTEM	RSS ONLINE CATALOG	NCPDS	STILAS RESEARCH REPORTS
ACADEMIC COURSE INSTRUCTION																				
SHORT COURSE INSTRUCTION																				
INSTITUTIONAL RESEARCH																				
DEPARTMENTAL PROGRAM																				
ACADEMIC PLAN																				
CURRICULAR PROGRAM																				
CURRICULAR PLAN																				
ADMINISTRATIVE PROGRAM																				
NPS POLICY GUIDANCE						R				R										
DOD GUIDANCE										R	R									
DON GUIDANCE										R	R									
FEDERAL GOVERNMENT GUIDANCE										R										
LAND																				
MILITARY OPS SUPPORT CAPABILITY																				
REVOLVING FUND																R				
TENANT COMMAND													R							
AGREEMENT																				
MIL OPS SUPPORT PLAN													R							
MIL OPS SUPPORT PROGRAM													R							
NAVAL POSTGRADUATE SCHOOL																				
NAVAL SUBAREA SIX GUIDANCE																				
NPS BUDGET														R		R				
DONATED FUND														R		R				
SPECIAL FUND																R				

Model : NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Subset: ALL

Time: 10:36 Page: (3,1)

## Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	BANYAN VINES ADMIN LAN	CURRICULAR OFFICER CURRIC SYSTEM	CLASS SCHEDULER SYSTEM	REGISTRAR STAR SYSTEM	NITRAS	ACADEMIC DEPT BUDGETS	RESEARCH PROPOSALS	RESEARCH BUDGETS	CIVILIAN INSTITUTION DATABASE	MAINFRAME MAS	POLS MAINFRAME	PW AUTHORITY	PW LABOR	PW JOBS	PW LAB MEM	PW SPACE AND FACILITIES	MINOR PROPERTY	MSDS	PW EMPLOYEE FILES
NPS PLAN	R					R														
NPS PROGRAM	R					R														
NPS VISITOR OR GUEST	R																			
ORGANIZATIONAL CODE BUDGET	R	R																		
ORGANIZATIONAL CODE PLAN	R	R																		
ORGANIZATIONAL CODE PROGRAM	R	R																		
ADMINISTRATIVE PLAN	R	R																		
RESEARCH BUDGET	R						R		C											
CIVILIAN INSTITUTION INSTRUCTION	R									R										
AUTOMATED INFO SYSTEM RESOURCE	R																			
GENERIC RESEARCH CAPABILITY																				
GENERIC NPS STAFF																				
GENERIC GUIDANCE																				
GENERIC FUND																				
GENERIC NPS STUDENT																				
GENERIC INSTRUCTION CAPABILITY																				
GENERIC NPS FACULTY																				
GENERIC BUDGET																				

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994

Time: 10:36 Page: (3,2)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	PW HOUSING SYSTEM	LEAVE CONTROL NUMBERS	OFFICER AND ENLISTED ROSTER	FACULTY DATABASE	HRO LAN	DEFENSE CIV PERS DATA SYSTEM	DTIC LIBRARY SERVICES	DIALOG LIBRARY SERVICES	BOSUN LIBRARY CATALOG	HRO EXTERNAL	HEALTH SCIENCES STUDY CENTER	PW BOOKS	REQUISITION	SACONS	FSA LIAISON	ADMISSIONS SYSTEM	RSS ONLINE CATALOG	NCPDS	STILAS RESEARCH REPORTS
NPS PLAN																				
NPS PROGRAM																				
NPS VISITOR OR GUEST																				
ORGANIZATIONAL CODE BUDGET																				
ORGANIZATIONAL CODE PLAN																				
ORGANIZATIONAL CODE PROGRAM																				
ADMINISTRATIVE PLAN																				
RESEARCH BUDGET																				
CIVILIAN INSTITUTION INSTRUCTION																				
AUTOMATED INFO SYSTEM RESOURCE																				
GENERIC RESEARCH CAPABILITY																				
GENERIC NPS STAFF																				
GENERIC GUIDANCE																				
GENERIC FUND																				
GENERIC NPS STUDENT																				
GENERIC INSTRUCTION CAPABILITY																				
GENERIC NPS FACULTY																				
GENERIC BUDGET																				

**TAB K TO APPENDIX D**

Info System vs. Function Matrix



Model : NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Subset: ALL

Time: 10:54 Page: (1,1)

Cell Values:

= Not referenced

( = Include

1 2 3

4 5 6

7 8 9

Cell Values: = Not referenced ( = Include 1 2 3 4 5 6 7 8 9	Function	Current Info System	BANYAN VINES ADMIN LAN	CLASS SCHEDULER SYSTEM	REGISTRAR STAR SYSTEM	FACULTY DATABASE	ACADEMIC DEPT BUDGETS	CURRICULAR OFFICER CURRIC SYSTEM	MAINFRAME MAS	MINOR PROPERTY	REQUISITION	RSS ONLINE CATALOG	SACONS	HEALTH SCIENCES STUDY CENTER	PM AUTHORITY	PM JOBS	PM SPACE AND FACILITIES	POLS MAINFRAME	PM BOOKS	PM EMPLOYEE FILES	PM HOUSING SYSTEM	PM LABOR	PM LAB MEM	BOSUN LIBRARY CATALOG	DEFENSE CIV PERS DATA SYSTEM	DIALOG LIBRARY SERVICES	DTIC LIBRARY SERVICES	STILLS RESEARCH REPORTS	RESEARCH BUDGETS	RESEARCH PROPOSALS	OFFICER AND ENLISTED ROSTER	HRO LAN	HRO EXTERNAL	LEAVE CONTROL NUMBERS	ADMISSIONS SYSTEM	CIVILIAN INSTITUTION DATABASE	ESA LIAISON	NITRAS	MSDS
		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

**TAB L TO APPENDIX D**

Entity Type and Entity Sub-type Attributes

## Tab L to Appendix D

### ATTRIBUTE CROSS REFERENCE

Model : NPS 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	



attribute: BUDGET ID  
 entity: GENERIC BUDGET  
 properties: Mandatory Basic Text Length: 0

attribute: BUDGET TYPE  
 entity: GENERIC BUDGET  
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN FACULTY RANK  
 entity: CIVILIAN NPS FACULTY  
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN INSTITUTION PRGM ID  
 entity: CIVILIAN INSTITUTION INSTRUCTION  
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN INSTITUTION PRGM TYPE  
 entity: CIVILIAN INSTITUTION INSTRUCTION  
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN STUDENT TYPE  
 entity: CIVILIAN NPS STUDENT  
 properties: Mandatory Basic Text Length: 0

attribute: COMMAND  
 entity: IEF SUPPLIED  
 properties: Mandatory Basic Text Length: 80

attribute: COUNT  
 entity: IEF SUPPLIED  
 properties: Mandatory Basic Number Length: 9 Decimal: 0

attribute: CURRICULAR PROGRAM ID  
 entity: CURRICULUM INSTRUCTION  
 properties: Mandatory Basic Text Length: 0

attribute: CURRICULAR PROGRAM TYPE  
 entity: CURRICULUM INSTRUCTION  
 properties: Mandatory Basic Text Length: 0

attribute: DEFENSE AGENCY TYPE  
 subtype: DEFENSE AGENCY of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: DEFENSE SECRETARY ID  
 subtype: DEFENSE SECRETARY of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: DENTAL ORG CODE ID  
 subtype: DENTAL ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: DHRSC ORG CODE ID  
 subtype: DHRSC ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: DIS ORG CODE ID  
 subtype: DIS ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: DMDC\_ORG\_CODE\_ID  
 subtype: DMDC\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: DOD\_ORGANIZATION\_TYPE  
 subtype: DOD\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Varchar Length: 0

attribute: DONATED\_FUND\_ID  
 entity: DONATED\_FUND  
 properties: Mandatory Basic Text Length: 0

attribute: DONATED\_FUND\_TYPE  
 entity: DONATED\_FUND  
 properties: Mandatory Basic Text Length: 0

attribute: DRMI\_ORG\_CODE\_ID  
 subtype: DRMI\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: EDUCATIONAL\_INSTITUTION\_ID  
 subtype: EDUCATIONAL\_INSTITUTION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: FACILITY\_TYPE  
 entity: FACILITY  
 properties: Mandatory Basic Varchar Length: 0

attribute: FACULTY\_RESEARCH\_ID  
 entity: FACULTY\_RESEARCH  
 properties: Mandatory Basic Text Length: 0

attribute: FLAG  
 entity: IEF\_SUPPLIED  
 properties: Mandatory Basic Text Length: 1

attribute: FLENUMETOCEN\_ORG\_CODE\_ID  
 subtype: FLENUMETOCEN\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: FOREIGN\_GOVERNMENT\_ID  
 subtype: FOREIGN\_GOVERNMENT\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: FOREIGN\_NON\_GOVERNMENT\_ID  
 subtype: FOREIGN\_NON\_GOVT\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Varchar Length: 0

attribute: FUND\_TYPE  
 entity: GENERIC\_FUND  
 properties: Mandatory Basic Text Length: 0

attribute: GEOGRAPHICAL\_LOCATION\_AREA  
 entity: LOCATION  
 properties: Mandatory Basic Text Length: 0

attribute: GUIDANCE\_ID  
 entity: GENERIC\_GUIDANCE  
 properties: Mandatory Basic Text Length: 0

attribute: GUIDANCE\_TYPE

entity: GENERIC\_GUIDANCE  
 properties: Mandatory Basic Text Length: 0

attribute: INSTITUTIONAL\_RESEARCH\_ID  
 entity: INSTITUTIONAL\_RESEARCH  
 properties: Mandatory Basic Text Length: 0

attribute: INSTRUCTION\_TYPE  
 entity: GENERIC\_INSTRUCTION\_CAPABILITY  
 properties: Mandatory Basic Text Length: 0

attribute: INTERNATIONAL\_ID  
 subtype: INTERNATIONAL\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: JOINT\_MILITARY\_STAFF\_ID  
 subtype: JOINT\_MILITARY\_STAFF of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: LAND\_ID  
 entity: LAND  
 properties: Mandatory Basic Text Length: 0

attribute: LAND\_TYPE  
 entity: LAND  
 properties: Mandatory Basic Text Length: 0

attribute: LOCATION\_ID  
 entity: LOCATION  
 properties: Mandatory Basic Text Length: 0

attribute: MATERIAL\_ID  
 entity: MATERIAL  
 properties: Mandatory Basic Text Length: 0

attribute: MEDICAL\_ORG\_CODE\_ID  
 subtype: MEDICAL\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: MILITARY\_FACULTY\_RANK  
 entity: MILITARY\_FACULTY  
 properties: Mandatory Basic Text Length: 0

attribute: MILITARY\_SERVICE\_ORG\_TYPE  
 subtype: MILITARY\_SERVICE\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: MILITARY\_STUDENT\_TYPE  
 entity: MILITARY\_NPS\_STUDENT  
 properties: Mandatory Basic Text Length: 0

attribute: MIL\_OP\_SUPPORT\_CAPABILITY\_TYPE  
 entity: MILITARY\_OPS\_SUPPORT\_CAPABILITY  
 properties: Mandatory Basic Text Length: 0

attribute: MONTEREY\_COUNTY\_LOCATION\_AREA  
 subtype: MONTEREY\_COUNTY\_LOCATION of entity: LOCATION  
 properties: Mandatory Basic Text Length: 0

attribute: NAVSECGRUDET\_ORG\_CODE\_ID  
 subtype: NAVSECGRUDET\_ORGANIZATION of entity: ORGANIZATION

properties: Mandatory Basic Text Length: 0  
 attribute: NCIS\_ORG\_CODE\_ID  
 subtype: NCIS\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: NOAA\_ORG\_CODE\_ID  
 subtype: NOAA\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: NON\_EDUCATIONAL\_USN\_ORG\_TYPE  
 subtype: USN\_NON\_EDUCATIONAL\_ORGANIZATION of entity:  
 ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_FACULTY\_ID  
 entity: GENERIC\_NPS\_FACULTY  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_FACULTY\_TYPE  
 entity: GENERIC\_NPS\_FACULTY  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_ORGANIZATIONAL\_CODE\_ID  
 entity: NPS\_ORGANIZATIONAL\_CODE  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_PROGRAM\_ID  
 entity: NPS\_PROGRAM  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_PROGRAM\_TYPE  
 entity: NPS\_PROGRAM  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_STUDENT\_ID  
 entity: GENERIC\_NPS\_STUDENT  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_STUDENT\_TYPE  
 entity: GENERIC\_NPS\_STUDENT  
 properties: Mandatory Basic Text Length: 0  
 attribute: NPS\_VISITOR\_OR\_GUEST\_ID  
 entity: NPS\_VISITOR\_OR\_GUEST  
 properties: Mandatory Basic Text Length: 0  
 attribute: NRL\_ORG\_CODE\_ID  
 subtype: NRL\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: NTCC\_ORG\_CODE\_ID  
 subtype: NTCC\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: ORGANIZATION\_TYPE  
 entity: ORGANIZATION  
 properties: Mandatory Basic Varchar Length: 0  
 attribute: OTHER\_US\_GOVERNMENT\_ID  
 subtype: OTHER\_US\_GOV'T\_ORGANIZATION of entity: ORGANIZATION

properties: Mandatory Basic Varchar Length: 0  
 attribute: OTHER\_US\_GOVERNMENT\_TYPE  
 subtype: OTHER\_US\_GOVT\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: PERCENTAGE  
 entity: IEF\_SUPPLIED  
 properties: Mandatory Basic Number Length: 3 Decimal: 0  
 attribute: PERMANENT\_INSTALL\_FACILITY\_ID  
 subtype: PERMANENTLY\_INSTALLED\_FACILITY of entity: FACILITY  
 properties: Mandatory Basic Text Length: 0  
 attribute: PERSEREC\_ORG\_CODE\_ID  
 subtype: PERSEREC\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: PLAN\_ID  
 entity: NPS\_PLAN  
 properties: Mandatory Basic Text Length: 0  
 attribute: PLAN\_TYPE  
 entity: NPS\_PLAN  
 properties: Mandatory Basic Text Length: 0  
 attribute: PORTABLE\_FACILITY\_ID  
 subtype: PORTABLE\_FACILITY of entity: FACILITY  
 properties: Mandatory Basic Text Length: 0  
 attribute: PSD\_ORG\_CODE\_ID  
 subtype: PSD\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: REIMBURSABLE\_FUND\_ID  
 entity: REIMBURSABLE\_FUND  
 properties: Mandatory Basic Text Length: 0  
 attribute: REIMBURSABLE\_FUND\_TYPE  
 entity: REIMBURSABLE\_FUND  
 properties: Mandatory Basic Text Length: 0  
 attribute: RESEARCH\_TYPE  
 entity: GENERIC\_RESEARCH\_CAPABILITY  
 properties: Mandatory Basic Text Length: 0  
 attribute: SHORT\_COURSE\_ID  
 entity: SHORT\_COURSE\_INSTRUCTION  
 properties: Mandatory Basic Text Length: 0  
 attribute: SHORT\_COURSE\_TYPE  
 entity: SHORT\_COURSE\_INSTRUCTION  
 properties: Mandatory Basic Text Length: 0  
 attribute: SITUATION\_ID  
 entity: SITUATION  
 properties: Mandatory Basic Text Length: 0  
 attribute: SITUATION\_TYPE  
 entity: SITUATION  
 properties: Mandatory Basic Text Length: 0

attribute: SPECIAL\_FUND\_ID  
 entity: SPECIAL\_FUND  
 properties: Mandatory Basic Text Length: 0

attribute: SPECIAL\_FUND\_TYPE  
 entity: SPECIAL\_FUND  
 properties: Mandatory Basic Text Length: 0

attribute: STAFF\_ID  
 entity: GENERIC\_NPS\_STAFF  
 properties: Mandatory Basic Text Length: 0

attribute: STAFF\_TYPE  
 entity: GENERIC\_NPS\_STAFF  
 properties: Mandatory Basic Text Length: 0

attribute: STUDENT\_RESEARCH\_ID  
 entity: STUDENT\_RESEARCH  
 properties: Mandatory Basic Text Length: 0

attribute: SUBSCRIPT  
 entity: IEF\_SUPPLIED  
 properties: Mandatory Basic Number Length: 9 Decimal: 0

attribute: TEMP\_INSTALLED\_FACILITY\_ID  
 subtype: TEMPORARILY\_INSTALLED\_FACILITY of entity: FACILITY  
 properties: Mandatory Basic Text Length: 0

attribute: TENANT\_COMMAND\_ID  
 entity: TENANT\_COMMAND  
 properties: Mandatory Basic Text Length: 0

attribute: THESIS\_TITLE  
 entity: STUDENT\_RESEARCH  
 properties: Mandatory Basic Text Length: 0

attribute: TOTAL\_CURRENCY  
 entity: IEF\_SUPPLIED  
 properties: Mandatory Basic Number Length: 15 Decimal: 2

attribute: TOTAL\_INTEGER  
 entity: IEF\_SUPPLIED  
 properties: Mandatory Basic Number Length: 15 Decimal: 0

attribute: TOTAL\_REAL  
 entity: IEF\_SUPPLIED  
 properties: Mandatory Basic Number Length: 15 Decimal: 4

attribute: TRADOC\_ORG\_CODE\_ID  
 subtype: TRADOC\_ORGANIZATION of entity: ORGANIZATION  
 properties: Mandatory Basic Text Length: 0

attribute: UNIFIED\_OR\_SPECIFIED\_COMMAND\_ID  
 subtype: UNIFIED\_OR\_SPECIFIED\_COMMAND of entity: ORGANIZATION  
 properties: Mandatory Basic Varchar Length: 0

attribute: USN\_ORGANIZATIONAL\_ID  
 entity: NAVAL\_POSTGRADUATE\_SCHOOL  
 properties: Mandatory Basic Varchar Length: 0

attribute: US\_AIR\_FORCE\_ID  
subtype: US\_AIR\_FORCE\_ORGANIZATION of entity: ORGANIZATION  
properties: Mandatory Basic Varchar Length: 0

attribute: US\_ARMY\_ORGANIZATION\_TYPE  
subtype: US\_ARMY\_ORGANIZATION of entity: ORGANIZATION  
properties: Mandatory Basic Text Length: 0

attribute: US\_MARINE\_CORPS\_ID  
subtype: US\_MARINE\_CORPS\_ORGANIZATION of entity: ORGANIZATION  
properties: Mandatory Basic Varchar Length: 0

attribute: US\_NAVY\_ID  
subtype: US\_NAVY\_ORGANIZATION of entity: ORGANIZATION  
properties: Mandatory Basic Text Length: 0

attribute: US\_NAVY\_ORGANIZATION\_TYPE  
subtype: US\_NAVY\_ORGANIZATION of entity: ORGANIZATION  
properties: Mandatory Basic Text Length: 0

attribute: US\_NON\_GOVT\_ORGANIZATION\_TYPE  
subtype: US\_NON\_GOVT\_ORGANIZATION of entity: ORGANIZATION  
properties: Mandatory Basic Text Length: 0

-End of Report-

**TAB M TO APPENDIX D**

Activity Hierarchy Diagram (AHD) Decomposition



COORDINATE ACADEMIC PROGRAMS

000

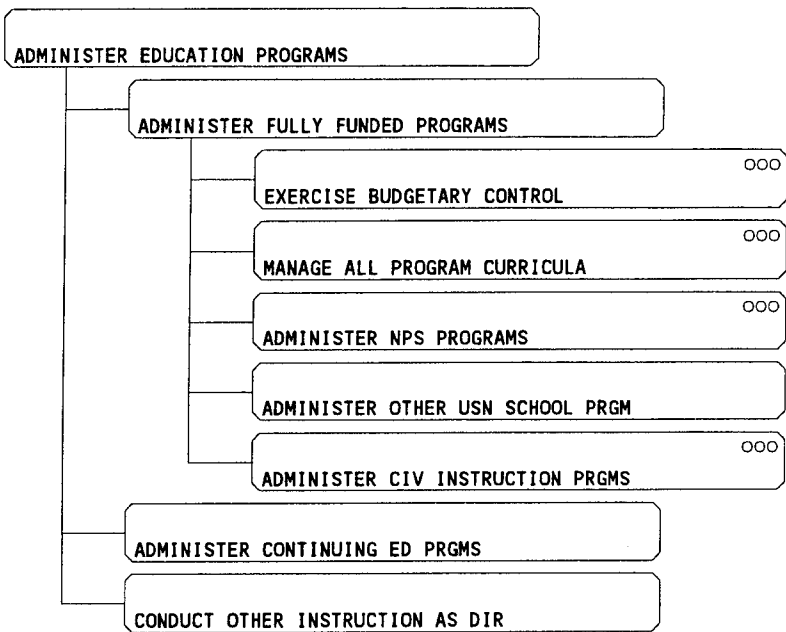
ADMINISTER EDUCATION PROGRAMS

000

PROVIDE INSTRUCTION TO STUDENTS

000

KEEP CNO ADVISED



EXERCISE BUDGETARY CONTROL

DEVELOP FINANCIAL PLANNING

COORDINATE FINANCIAL PLANNING

MANAGE ALL PROGRAM CURRICULA

DEVELOP CURRICULAR PROGRAMS

000

COORDINATE CURRICULA

000

PERIODICALLY REVIEW CURRICULA

MAINTAIN CURRENT CURRICULA

LIAISON WITH PROGRAM MANAGERS

RECOMMEND NEW STUDY AREAS

RECOMMEND NEW METHODOLOGIES

DEVELOP CURRICULAR PROGRAMS

FORMULATE CURRICULA CONTENT

COORDINATE CURRICULA

SUPERVISE CURRICULAR TEAMS

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 ABT TRNSFR FLD

FOSTER FACULTY PARTICIPATION

MAINTAIN RELEVANT COURSE CONTENT

COLLABORATE WITH ACADEMIC DEPTS

ADAPT GEN PROC TO CURRIC PRGM

CURRICULAR OFFICER PROGRAM DUTY

UPDATE CURRICULA IN LIAISON

MAINTAIN CURRICULA IN LIAISON

DEVELOP CURRICULA IN LIAISON

ADMINISTER NPS PROGRAMS

MANAGE ALL NPS RESOURCES

000

ADMINISTER NPS ACADEMIC PROGRAMS

000

ADMINISTER NPS OFFICER STUDENTS

000

PROVIDE NPS NON ACADEMIC SUPPORT

000

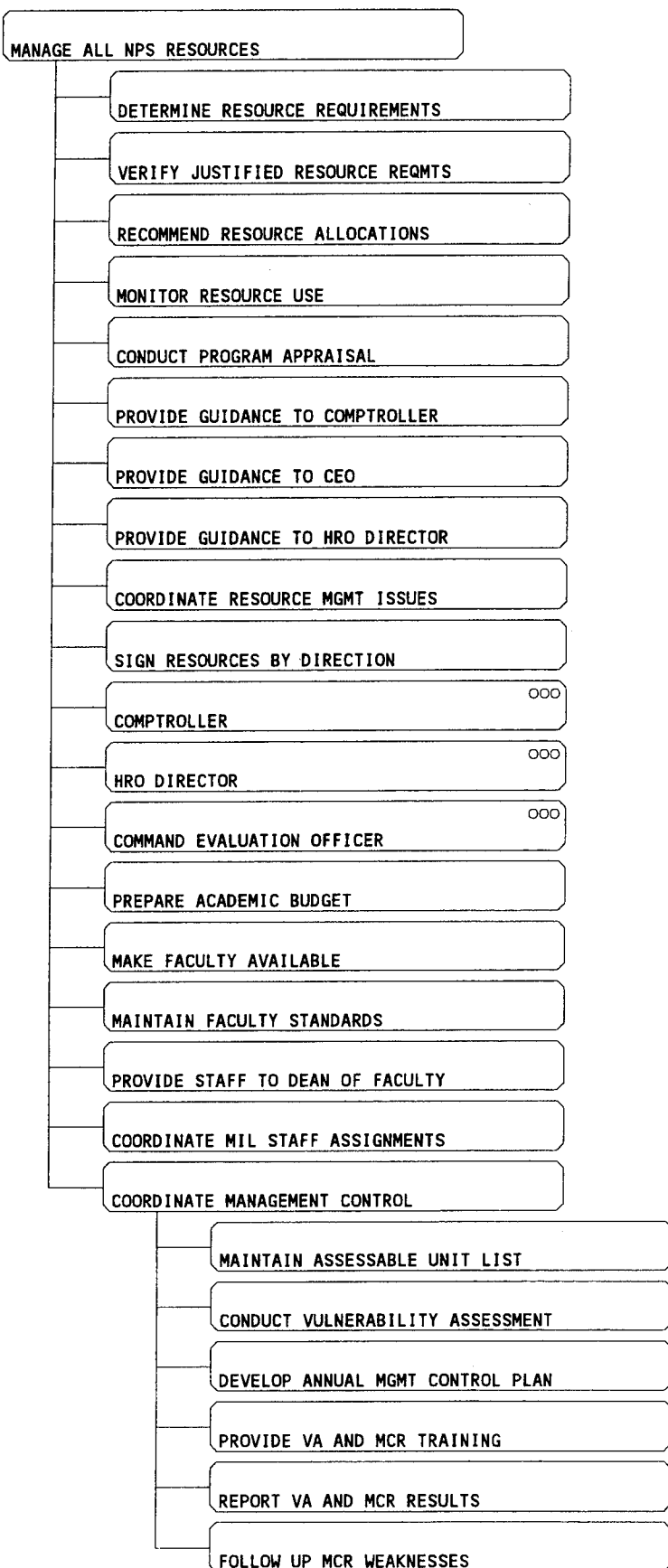
ADMINISTER NPS RESEARCH PROGRAM

000

ADMINISTER AVIATION SAFETY PRGM

000

DIRECT DRMI





## 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

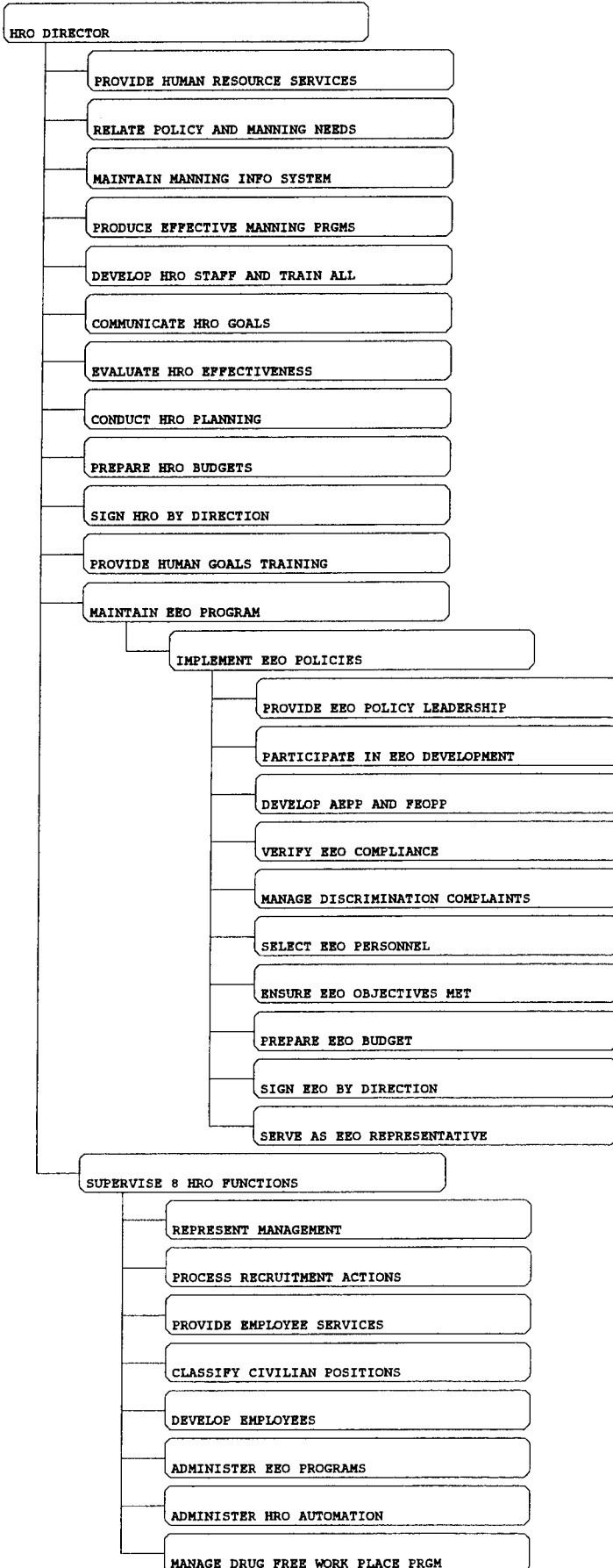
EXECUTE MANAGING TO PAYROLL

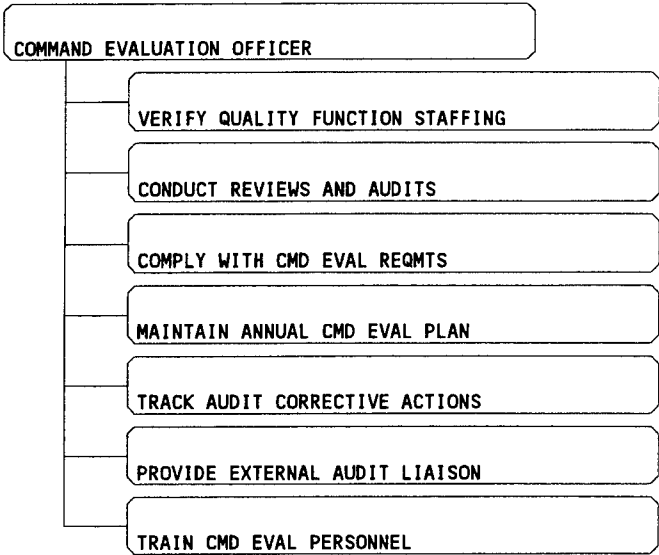
COORDINATE COM ACTIVITY REVIEW

PERFORM EXTERNAL BUDGET LIAISON

COORDINATE WITH NETSAFA

SIGN BUDGET BY DIRECTION





ADMINISTER NPS ACADEMIC PROGRAMS

EXERCISE NPS RESPONSIBILITIES

000

PROVIDE EDUCATIONAL PROGRAMS

000

PLAN ACADEMIC AFFAIRS

000

PRESENT GRADUATE EDUCATION REVW

EXERCISE NPS RESPONSIBILITIES

CHAIR NPS PLANNING BOARD

SIGN ACADEMIC BY DIRECTION

## PROVIDE EDUCATIONAL PROGRAMS

PROVIDE CONTINUING EDUCATION PRG

CONSIDER ED PRGM COST DECISION

ADVISE PROVOST ON ED PRGMS

CONTINUOUSLY IMPROVE COURSES

DEVELOP SHORT COURSES

IMPROVE TEACHING AND INSTRUCTION

SUPERVISE REGISTRAR

000

SUPERVISE ADMISSIONS

000

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

000

MANAGE CODE 06 RESOURCES

OVERSEE ACADEMICS IN CURRIC RVWS

REC ASSOCIATE DEANS OF INST

MANAGE ALUMNI PROGRAMS

ADMINISTER EDUCATIONAL PROGRAMS

000

COORDINATE DEPARTMENT ACADEMICS

CONDUCT PROFESSIONAL LECTURES

REVIEW EDUCATIONAL AREAS

000

PROVIDE EDUCATIONAL LIAISON

FORMULATE ACADEMIC POLICIES

## SUPERVISE REGISTRAR

## KEEP ACAD REGISTRATION RECORD

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

## SUPERVISE FORECASTING FUNCTION

PROVIDE FUTURE REQ PREDICT DATA

PROVIDE PRESCHEDULING DATA

## SUPERVISE SOF COMPLETION

ADMINISTER SOF SURVEY

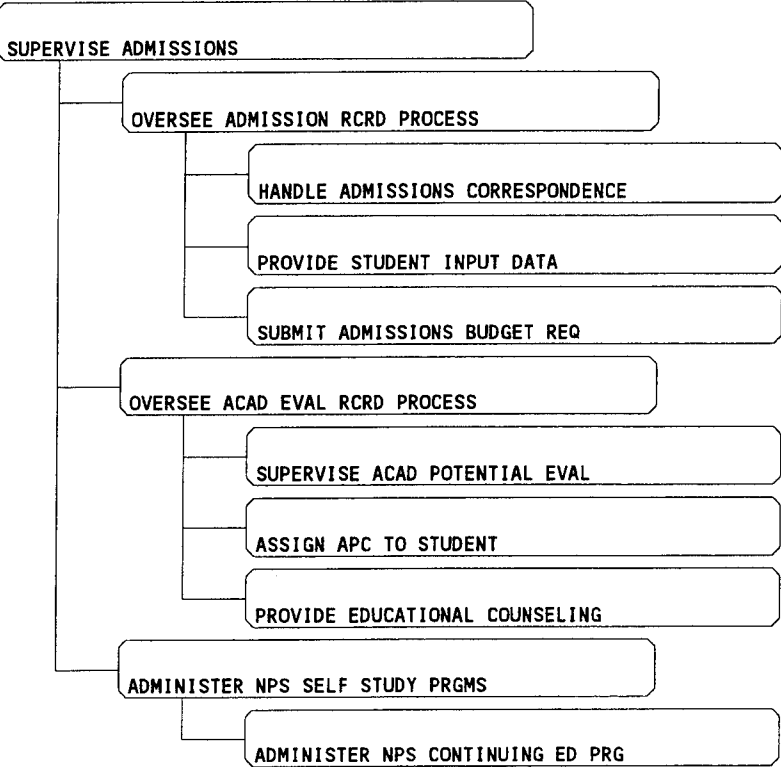
## SUPERVISE CLASS SCHEDULING

PREPARE QRTLY ACADEMIC INST SCHD

PREPARE QRTLY FINAL EXAM SCHED

MAINTAIN ACAD SPACE SCHED

ALLOCATE CLASS SPACE AS AVAIL





SUPERVISE ACADEMIC ASSOCIATES

SUPERVISE STUDENT ACADEMIC PROGR

SUPERVISE CURRIC DEVELOPMENT

## ADMINISTER EDUCATIONAL PROGRAMS

OVERSEE MILITARY FACULTY

000

PLAN ACADEMIC PROGRAMS

ADMINISTER ACAD PRGM RESOURCES

ADMINISTER ACADEMIC RESOURCES

SUPERVISE ACADEMIC DEPT CHAIRS

000

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 RVWS OF CIV INST PRG

DEVELOP ACADEMIC PRGM RSRC PLAN

SUBMIT ACAD RESOURCE REQUESTS

TAKE CUSTODY OF SPACE AND EQUIP

EXERCISE SAFETY CONTROL

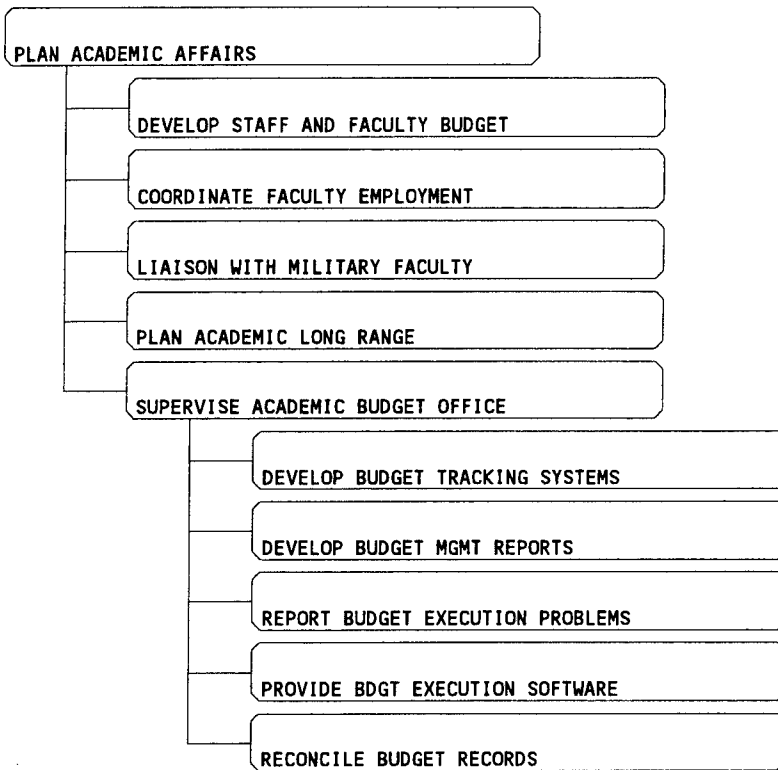
PROVIDE PROFESSIONAL DEVELOPMENT

REC ASSOCIATE DEPT CHAIRS

WORK WITH CURRIC OFFCR AND ACAD

REVIEW EDUCATIONAL AREAS

ENSURE CURRICULA STANDARDS

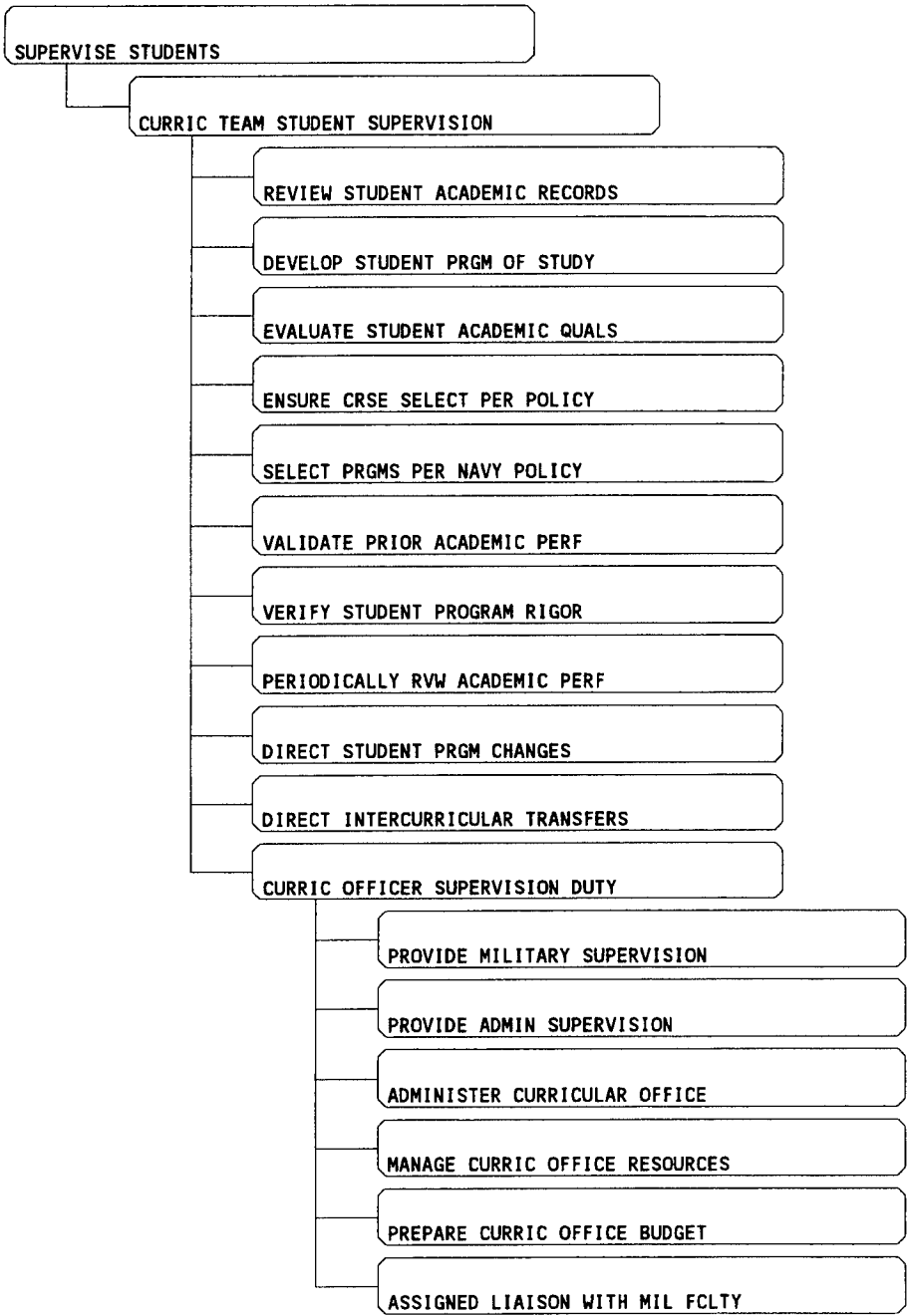


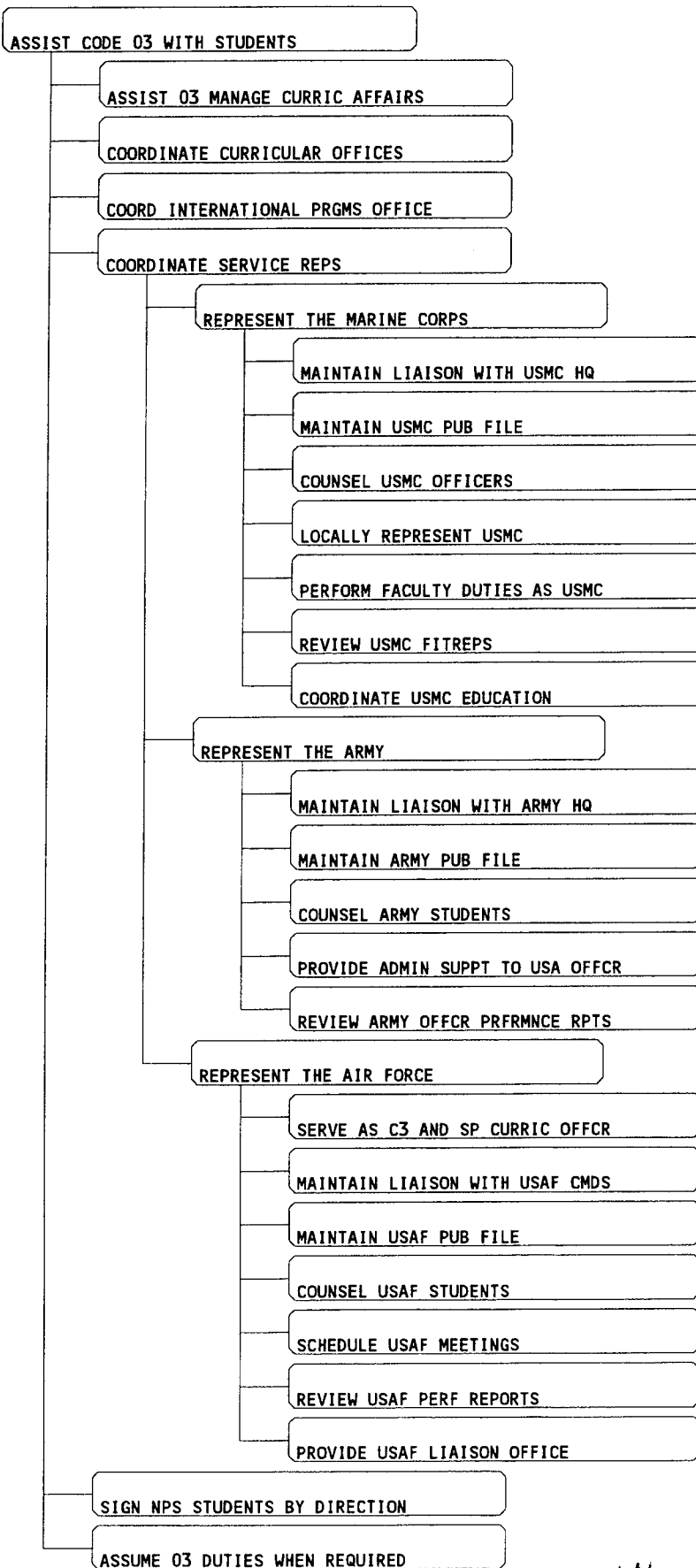
ADMINISTER NPS OFFICER STUDENTS		
	ACT AS STUDENT RESOURCE MANAGER	000
	SUPERVISE STUDENTS	000
	MAINTAIN STUDENT STATISTICS	
	SERVE ON NPS PLANNING BOARD	
	ASSIST CODE 03 WITH STUDENTS	000
	ASSIST CODE 03 WITH PROGRAMS	000
	SIGN STUDENTS BY DIRECTION	

ACT AS STUDENT RESOURCE MANAGER

COORDINATE STUDENT INPUTS







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

000

MANAGE STUDENT AND CURRIC ADMIN

000

## 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 MMTR

PRODUCE MONTHLY NITRAS REPORT

MAINTAIN AOB STATISTICS

ASSIST PRODUCTION GERG AND GERB

PROVIDE COMMAND BRIEF DATA

## DIRECTOR EDUCATIONAL MEDIA

PROVIDE AV LIAISON WITHIN DOD

ATTEND AV CONFERENCES

ARRANGE AV DEMOS AND DISPLAYS

DETERMINE NPS AV REQUIREMENTS

PREPARE AV REPORTS

LIAISON WITH DPPSO

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

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

## PROVIDE NPS NON ACADEMIC SUPPORT

ASSIST SUPERINTENDENT

000

DIRECT INTERNATIONAL PROGRAMS

000

PROVIDE LEGAL SERVICES

000

ADMINISTER SAFETY AND HEALTH PRG

000

MANAGE COMPUTING AND IRM

000

ADMINISTER FAMILY SERVICE CENTER

000

ADMINISTER MWR ACTIVITIES

000

ADMINISTER NPS PHYSICAL SECURITY

000

ADMINISTER PUBLIC WORKS DEPT

000

ADMINISTER SUPPLY DEPARTMENT

000

MANAGE ADMIN AND MIL PERS SERVCS

000

ADMINISTER INFO AND PERS SEC PRG

000

COORDINATE PUBLIC AFFAIRS

000

ADMINISTER CODE 04

000

ADMINISTER CMD RELIGIOUS PRGM

000

SUPERVISE NPS BACHELOR QUARTERS

000

ADMINISTER NEX ACTIVITIES

000

HELP PROVIDE NON ACADEMIC SUPPRT

000

## 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

## DIRECT INTERNATIONAL PROGRAMS

PROVIDE INFO TO FOREIGN STUDENT

SUBMIT FOREIGN STUDENT PRGM RPTS

BRIEF FOREIGN VISITORS

COORD FOREIGN STDNT ORIENTATION

ADMINISTER INFORMATIONAL PRGM

PREPARE IP BUDGET

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



## 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 PRG

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

000

ADMINISTER COMPUTER INTEGRATION

SERVE ON PLANNING BOARD

SERVE AS EXEC SEC OF IRMEB

CHAIR CAB

CHAIR LIBRARY COUNCIL

MANAGE COMPUTER CENTER

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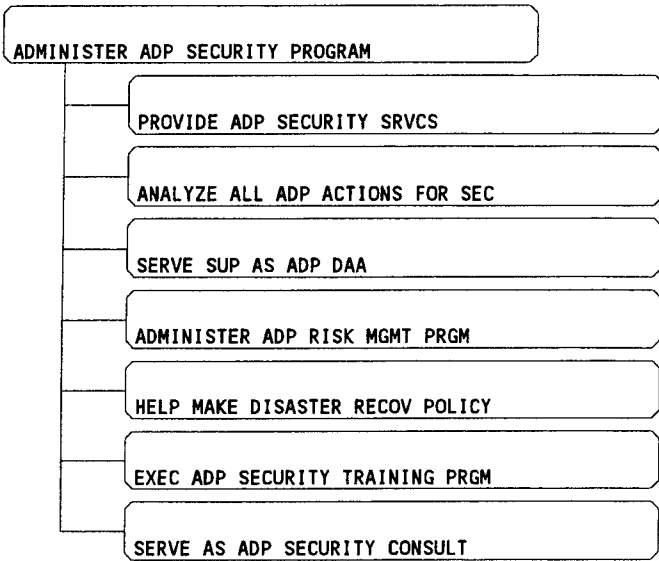
PROVIDE LIBRARY AND INFO SERVICE

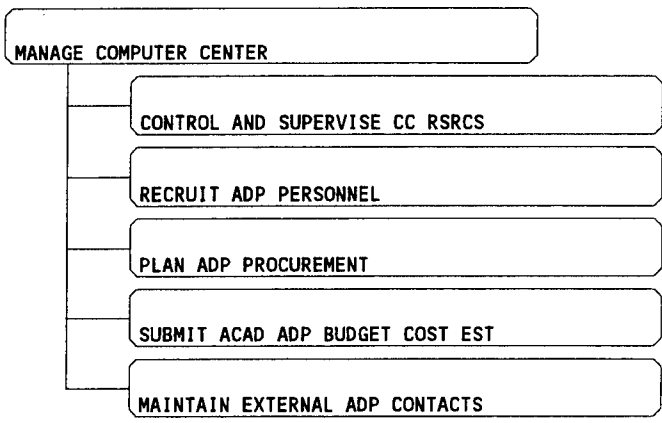
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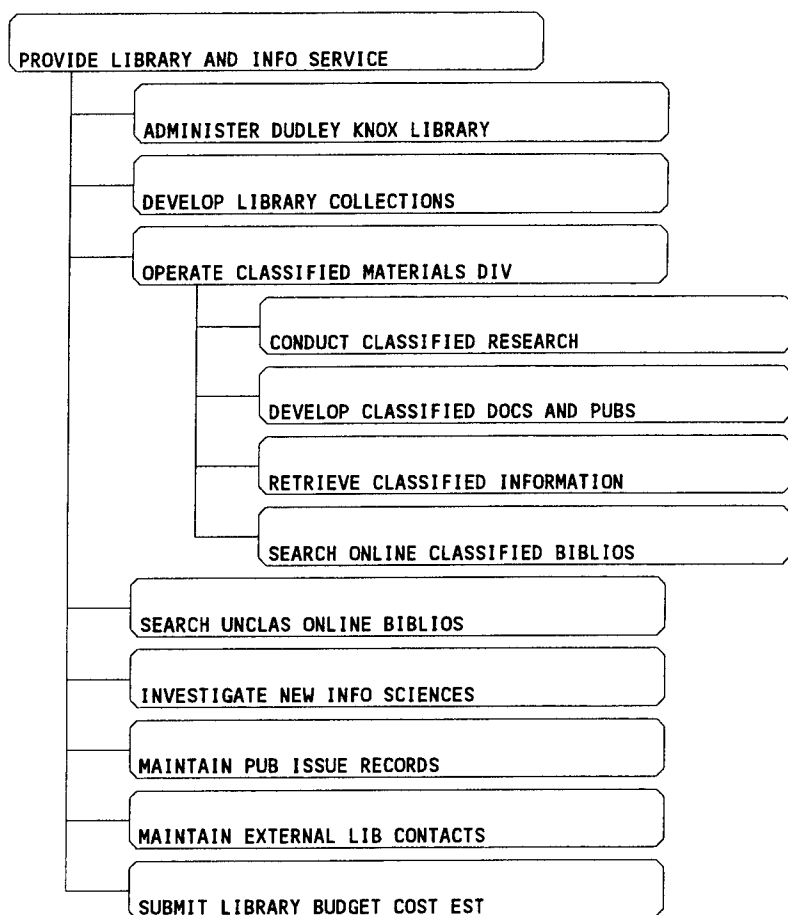
ADMINISTER ADMIN COMPUTING

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SERVE AS ADP TECHNICAL AUTHORITY







ADMINISTER ADMIN COMPUTING

OVERSEE NPS DEVELOPED ADMIN ADP

PLAN ADMIN ADP BUSINESS SYS USE

DIRECT MIS NEED STUDIES

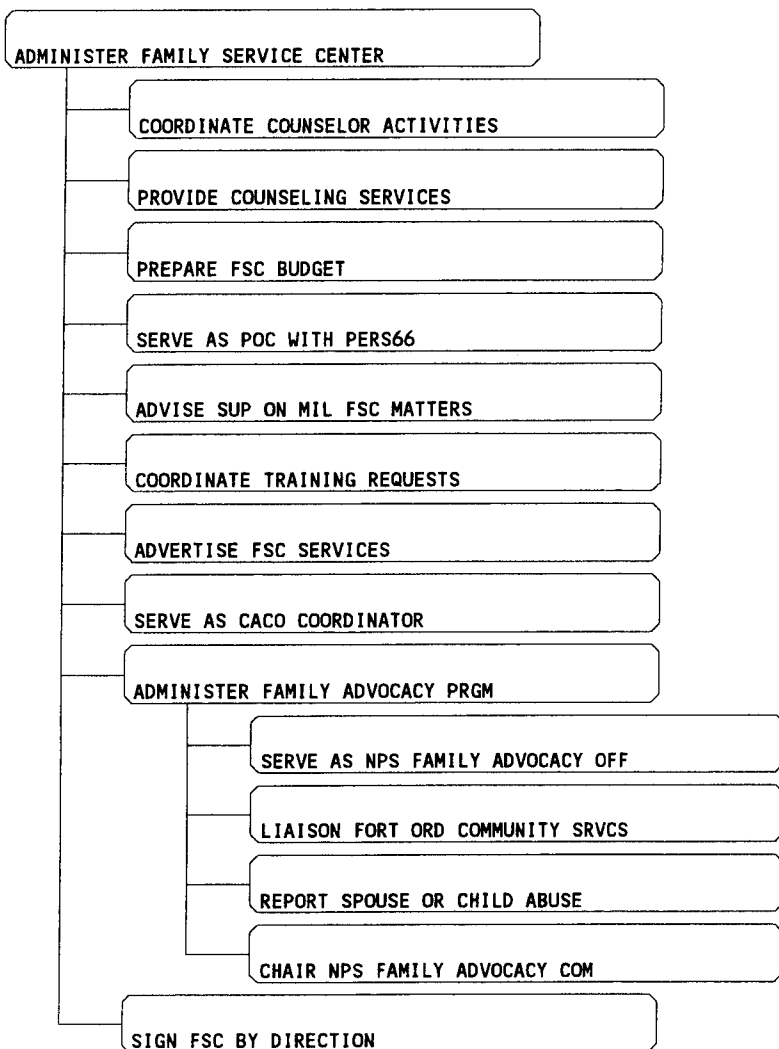
OVERSEE ADMIN LANS

SUBMIT ADMIN ADP BUDGET COST EST

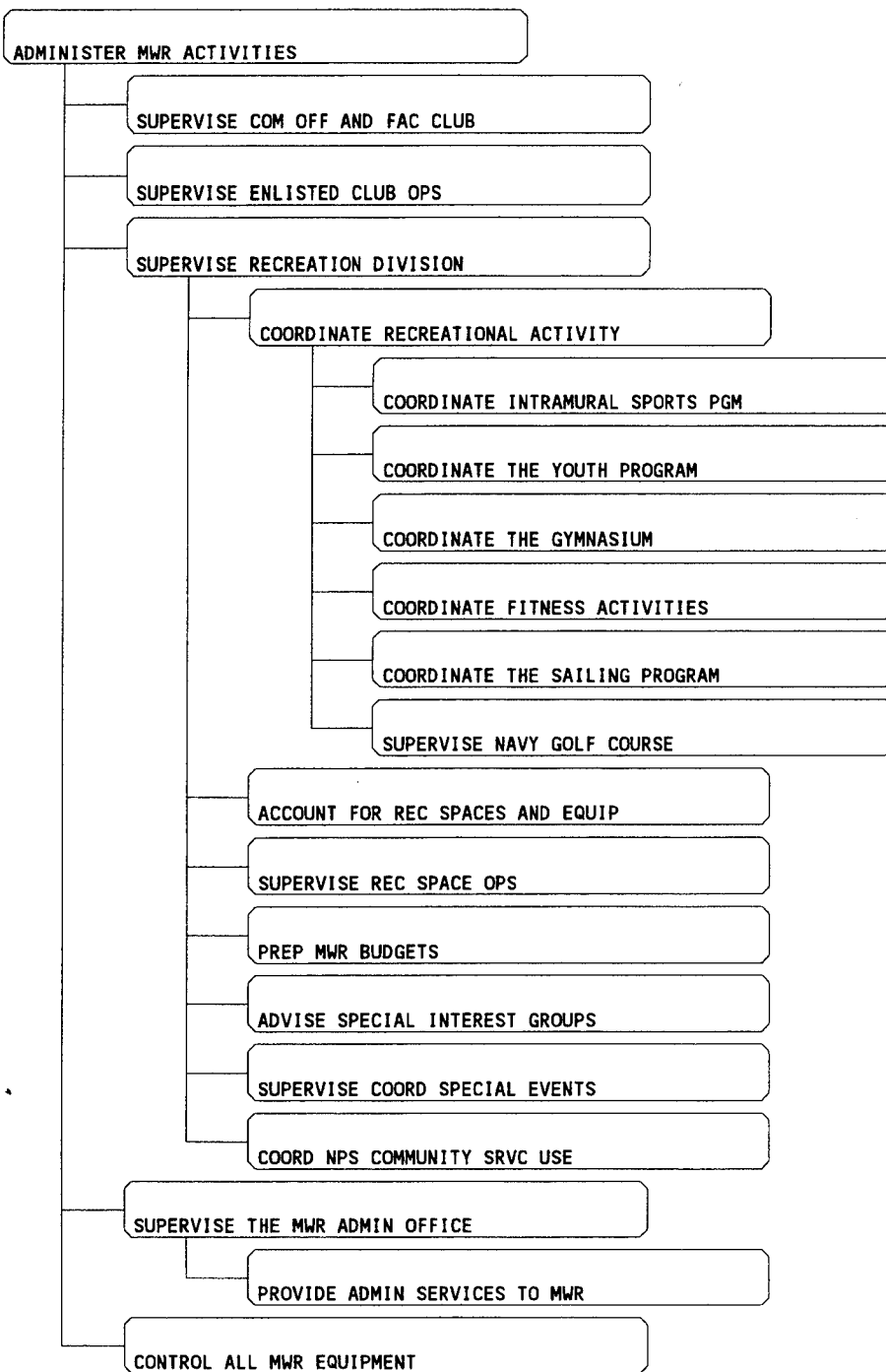
SUPERVISE ADMIN ADP NEW TECH

SUPERVISE MULTIUSER SYS DATA

OVERSEE ADMIN NET AND APP DEV GP







## ADMINISTER NPS PHYSICAL SECURITY

MANAGE COMMAND PHYSICAL SECURITY

MANAGE NEW LAW ENFORCEMENT PRGM

MANAGE NPS ANTI TERRORISM PRGM

MANAGE NPS LOSS PREVENTION PRGM

EVALUATE PHYSICAL SECURITY PRGM

EVALUATE ANTI TERRORISM 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 RESRCS 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

ADMINISTER SECURITY 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 AFDCE

PREPARE SECURITY BUDGETS

SIGN PHYS SECURITY BY DIR

## ADMINISTER PUBLIC WORKS DEPT

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 GOVT HOUSING

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

## MANAGE PW ENG DIV

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

## CONSERVE UTILITIES

## CONSERVE ENERGY

PROVIDE PHYSICAL PLANT SUPPORT

PROVIDE PHYSICAL PLANT LOGISTICS

PROVIDE PHYSICAL PLANT ADMIN

## MANAGE REAL PROPERTY

PROVIDE INPUTS TO NSIFFPS

ASST PUBLIC WORKS OFFICER

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

000

MANAGE THE PW SHOPS DIVISION

000

MANAGE FAC SPT SERV CONTRACT DIV

000

PROVIDE ADMIN ASSISTANCE TO PW

000

MANAGE MAINT CONTROL DIV

000

PROVIDE PW DEPT MIS SUPPORT

000

ASSIST PW DEPT AND CONTRACTS OFF

LIAISON PW AND SERVICED ACTIVITY

OVERSEE FACILITY SUPPORT CONTRCT

OVERSEE IQ CONSTRUCTION CONTRACT

PROVIDE ENG DEPT DESIGN SUPPORT

PROVIDE COMMAND BATT ENG SUPPORT

PROVIDE ENERGY CONSERVE DSGN RVW

REDUCE ENERGY AND H2O USE

REC FACILITY IMPROVEMENTS

OVERSEE SHUTTLE BUS OPS

ACT AS SEABEE DIV OFFICER

## 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 PRGM

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 MATLS

PROVIDE CONTRCT 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 MEN 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

PROVIDE PW DEPT MIS SUPPORT

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 ADPSSO

DETERMINE AND PROCURE PW ADP

DEVELOP AND MAINTAIN ADP ARCH

TRAIN PW PERSONNEL ON ADP SYS

## ADMINISTER SUPPLY DEPARTMENT

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

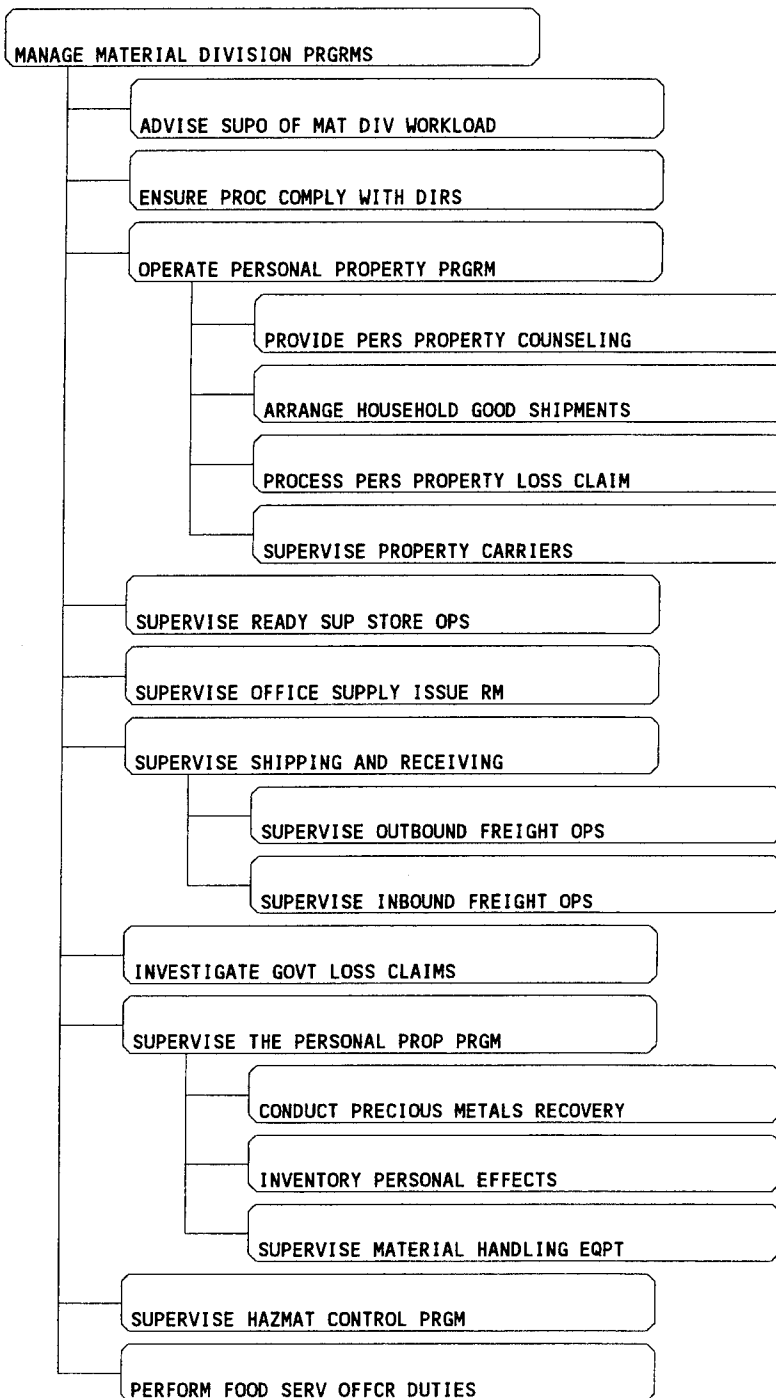
MONITOR HAZMAT CONTROL PROGRAM

MANAGE MATERIAL DIVISION PRGRMS

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MANAGE CONTROLS DIVISION

ooo



MANAGE CONTROLS DIVISION

ADVISE SUPO CONTROL DIV WORKLOAD

ACT AS A CONTRACTING OFFICER

SUPERVISE MATERIAL ISSUE CONTROL

PROVIDE PROCUREMENT CONTRCT SRVC

CONDUCT PROCUREMENT CONTRACTING

ENSURE CONTRCT COMPLY WITH REGS

OPERATE IMPREST FUND

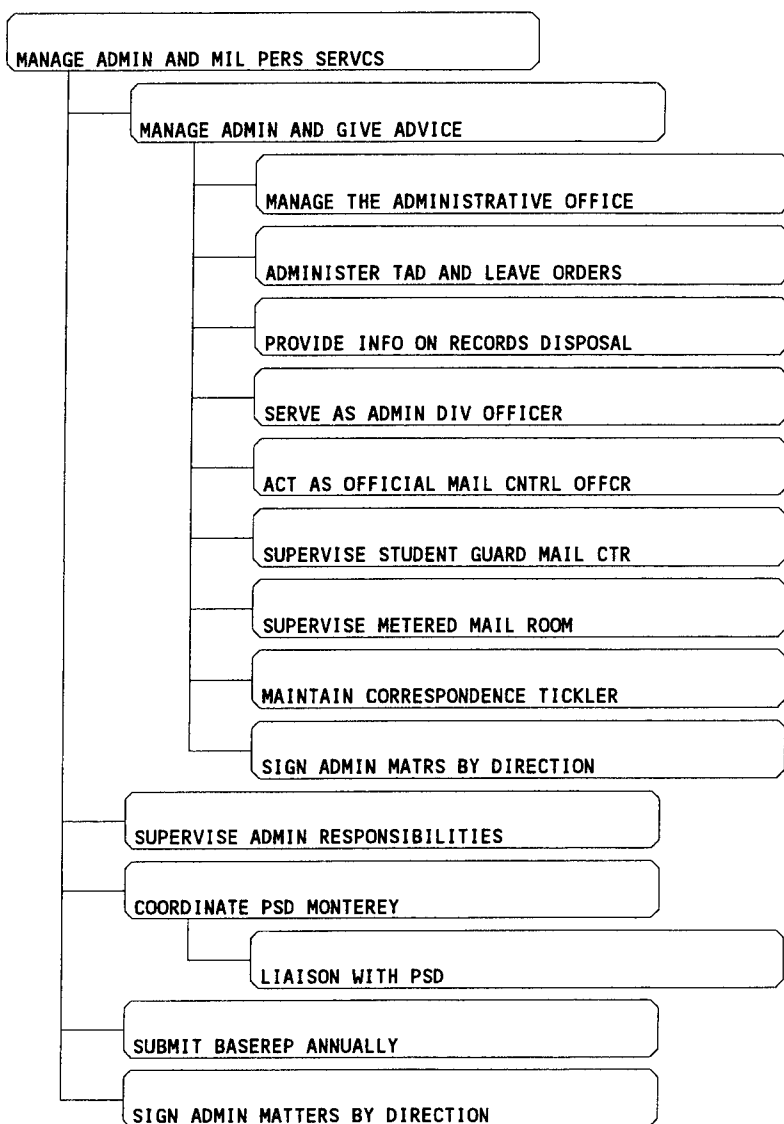
ADMINISTER BPAS

SUPERVISE MATL RECEIPT CONTROL

ANALYZE CONTRACT STATS

MONITOR SPEC PRGM ACQUISITIONS

SERVE AS SUPPLY DIVISION OFFICER



## ADMINISTER INFO AND PERS SEC PRG

SERVE AS INFO SEC ADVISOR

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 PAO

CONTROL CLASSIFIED MATERIALS

ADMINISTER CONTROL OVER SCI

PROTECT CLASSIFIED MATERIAL

ADMINISTER SCIF

CONTROL SCIF ACCESS

SUPERVISE SCIF OPERATIONS

ADMINISTER SCIF RESOURCES

MANAGE SSO STAFF

TRAIN SSO STAFF

COORDINATE SSO ACTIVITIES

ENSURE SSO VISITOR CONTROL

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

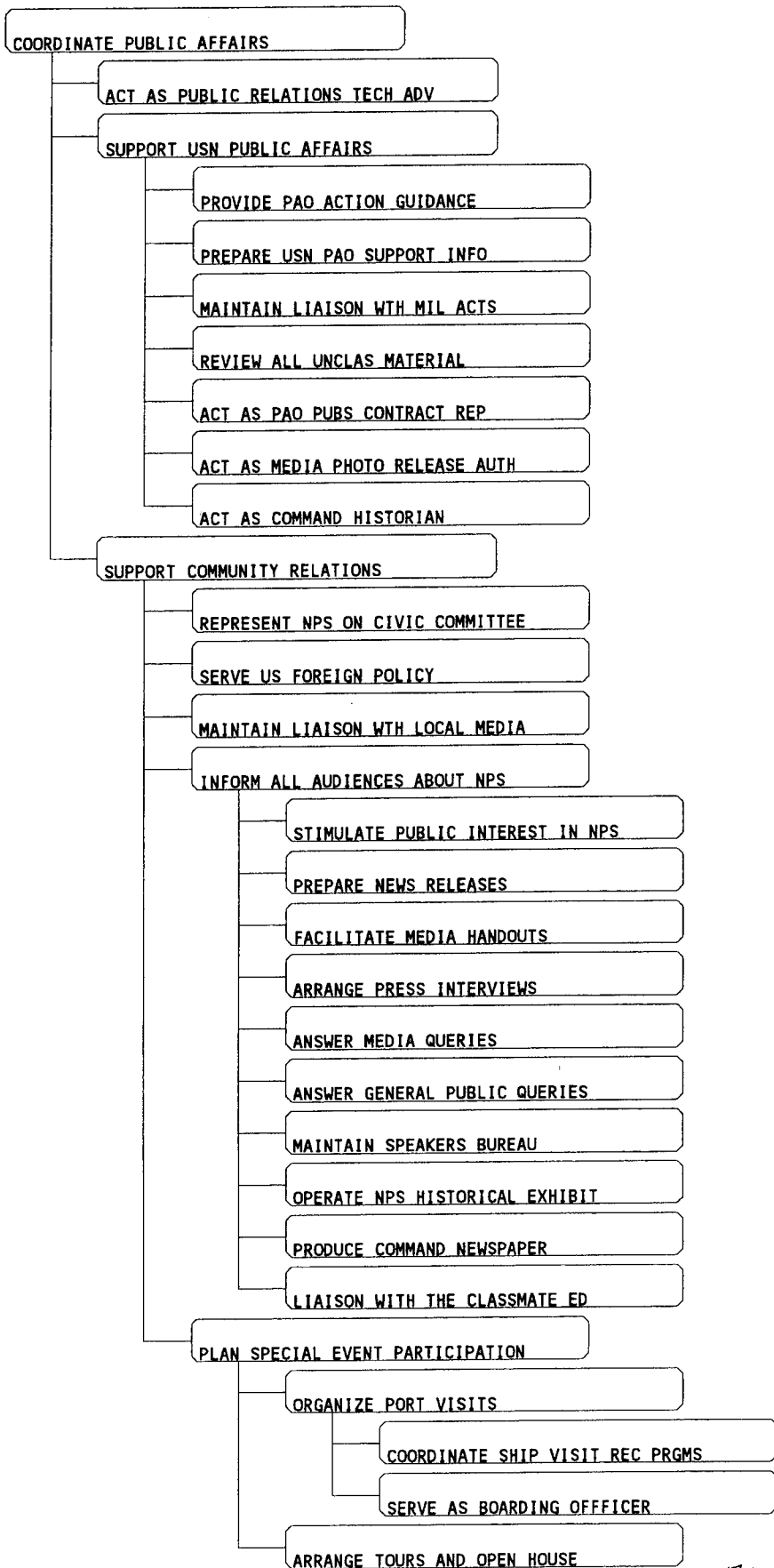
SERVE AS TOP SECRET CONTROL OFCR

SERVE AS NATO CONTROL OFFICER

SERVE AS CNWDI OFFICER

SIGN SEC MATTERS BY DIRECTION

LIAISON WITH SSO





## ADMINISTER CODE 04

ASSUME DUTIES OF CODE 04

PERFORM OTHER ASSIGNED DUTIES

ASSIGN CODE 04 TRAVEL ALLOCATION

SIGN MIL OPS BY DIRECTION

SIGN ROUTINE MIL OPS BY DIR

PREPARE CODE 04 BUDGET REQUESTS

ADVISE SUP ON CODE 04 REQMTS

ADMINISTER 04 DIVOS AND NPS ENL

SUPERVISE CODE 04 DIV OFF

SIGN CODE 04 FITREPS BELOW CDR

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

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

000

OVERSEE ACADEMIC ADMIN OFFICE

000

MAINTAIN NPS RESEARCH CAPABILITY

ENGAGE IN OTHER RESEARCH

SUPERVISE INSTITUTIONAL RESEARCH

000

OVERSEE RESEARCH ADMIN OFFICE

ADMINISTER NPS RESEARCH FUNDS

OVERSEE RESEARCH PROPOSALS

HANDLE DEPT FUNDING PROPOSAL

ADMINISTER RESEARCH CHAIRS

ADMINISTER POST DOCTORAL PRGMS

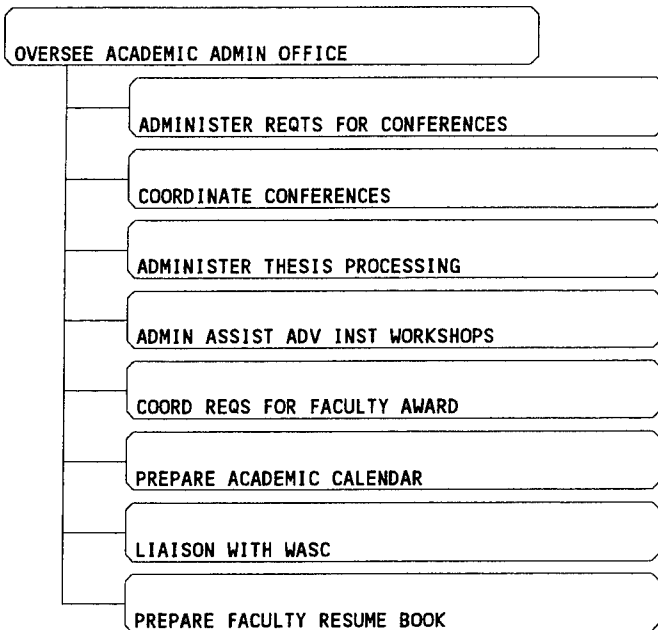
ADMINISTER FACULTY EXCHANGES

PREP INTEL PROP GUIDELINES

SERVE AS POC FOR PATENTS

ADMINISTER TECH REPORT PROCESS

PUBLISH RESEARCH RELATED ITEMS





SUPERVISE INSTITUTIONAL RESEARCH

DEVELOP INFORMATION DATABASES

DEVELOP REQUESTED REPORTS

DESIGN SYSTEMS

ADMINISTER AVIATION SAFETY PRGM

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

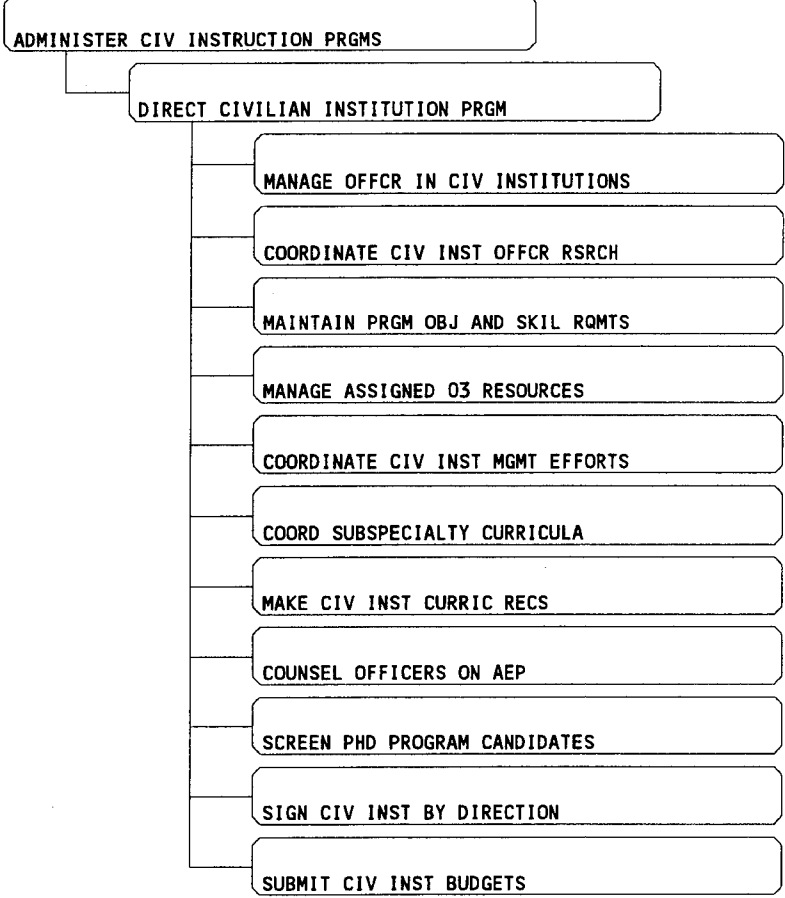
MAINTAIN AVIATION LIAISON

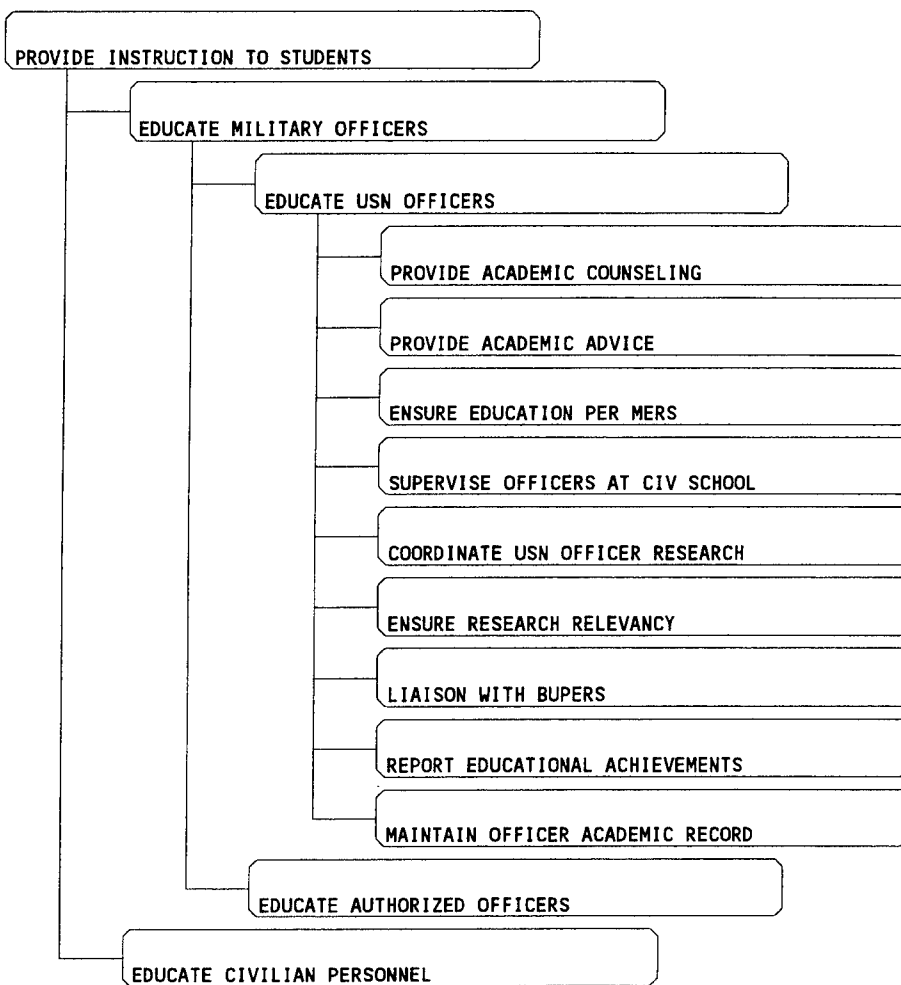
PERFORM NASP RESPONSIBILITIES

PREPARE AVIATION SAFETY BUDGET

CONTROL AVIATION SAFETY EQUIPMNT

SIGN AVIATION SAFETY BY DIR





KEEP CNO ADVISED

PROVIDE CNO STATUS REPORTS

MAKE CHANGE RECOMMENDATIONS

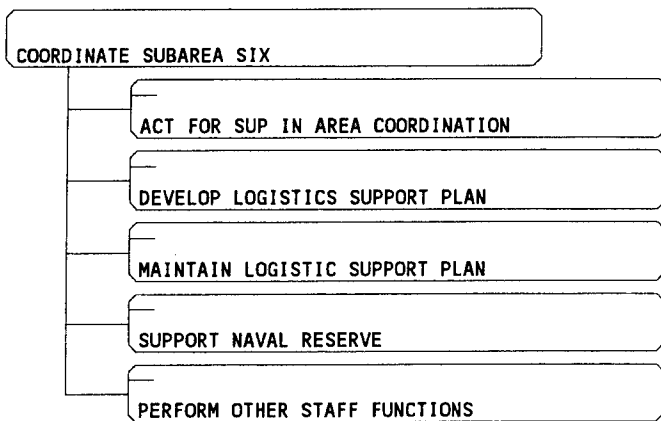
RECOMMEND ACADEMIC CHANGES

RECOMMEND FACILITIES CHANGES

RECOMMEND FUNDING CHANGES

RECOMMEND LOGISTIC CHANGES

MAINTAIN NITRAS RECORDS



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\_EQUIPMNT  
SIGN\_AVIATION\_SAFETY\_BY\_DIR

### Expected Effects:

Entity Type	Expected Actions
SITUATION	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	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
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DOD_GUIDANCE	read
DON_GUIDANCE	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	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	
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

Expected Effects:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
REIMBURSABLE_FUND	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_BUDGET	read
MILITARY_NPS_STAFF	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_INSTITUTION_INSTRUCTION	create
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_ORGANIZATIONAL_CODE	read
LOCATION	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read

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:

Entity Type	Expected Actions
SHORT_COURSE_INSTRUCTION	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATION	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
LOCATION	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	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
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	create
NPS_ORGANIZATIONAL_CODE	read
MATERIAL	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
AGREEMENT	read
ACADEMIC_DEPT_OR_GROUP	read

Name: ADMINISTER\_EDUCATION\_PROGRAMS

Description:

Type: Function

Subordinate of: COORDINATE\_ACADEMIC\_PROGRAMS

Subordinates: ADMINISTER\_FULLY\_FUNDED\_PROGRAMS  
ADMINISTER\_CONTINUING\_ED\_PRGMS  
CONDUCT\_OTHER\_INSTRUCTION\_AS\_DIR

Name: ADMINISTER\_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\_REVW

Expected Effects:

Entity Type	Expected Actions
TENANT_COMMAND	read
STUDENT_RESEARCH	read
SHORT_COURSE_INSTRUCTION	read
RESEARCH_BUDGET	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	create read
ORGANIZATIONAL_CODE_PLAN	read
ORGANIZATIONAL_CODE_BUDGET	read
SITUATION	create
NPS_VISITOR_OR_GUEST	create
NPS_POLICY_GUIDANCE	create
NPS_PLAN	read
NPS_BUDGET	read

MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	create
MILITARY_FACULTY	create
INSTITUTIONAL_RESEARCH	create
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DONATED_FUND	read
DOD_GUIDANCE	read
DEPARTMENTAL_BUDGET	read
DEPARTMENTAL_PROGRAM	create
DEPARTMENTAL_PLAN	create
CURRICULUM_INSTRUCTION	create
CURRICULAR_PROGRAM	create
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	create
CIVILIAN_NPS_FACULTY	create
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
AGREEMENT	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	create
ORGANIZATION	read
MATERIAL	read
LOCATION	read
FACILITY	read
NPS_PROGRAM	create
NPS_ORGANIZATIONAL_CODE	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
ACADEMIC_DEPT_OR_GROUP	create

Name: ADMINISTER\_NPS\_OFFICER\_STUDENTS

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

Type: Function

Subordinate of: ADMINISTER\_NPS\_PROGRAMS

Subordinates: 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

Expected Effects:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATIONAL_CODE_PLAN	read

ORGANIZATIONAL_CODE_BUDGET	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_ORGANIZATIONAL_CODE	read
NPS_BUDGET	read
MILITARY_FACULTY	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_NPS_STUDENT	create
MILITARY_NPS_STAFF	read
LOCATION	read
INSTITUTIONAL_RESEARCH	read
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CIVILIAN_NPS_STUDENT	create
CIVILIAN_NPS_STAFF	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
ADMINISTRATIVE_PROGRAM	create
ACADEMIC_PROGRAM	read
ADMINISTRATIVE_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	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: ADMINISTER\_FULLY\_FUNDED\_PROGRAMS

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

Expected Effects:

Entity Type	Expected Actions
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
RESEARCH_BUDGET	create
SHORT_COURSE_INSTRUCTION	create
STUDENT_RESEARCH	create
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_ORGANIZATIONAL_CODE	read
NPS_BUDGET	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	create
DON_GUIDANCE	read
DOD_GUIDANCE	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	create
ACADEMIC_PROGRAM	read
ADMINISTRATIVE_PLAN	create
ORGANIZATION	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read

LOCATION	read
FACILITY	read
ACADEMIC_DEPT_OR_GROUP	read
AUTOMATED_INFO_SYSTEM_RESOURCE	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:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
REIMBURSABLE_FUND	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_BUDGET	read
MILITARY_NPS_STAFF	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_ORGANIZATIONAL_CODE	read
LOCATION	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read

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:

Entity Type	Expected Actions
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SITUATION	read	
SHORT_COURSE_INSTRUCTION		read
REIMBURSABLE_FUND	read	
ORGANIZATIONAL_CODE_PROGRAM		read
ORGANIZATION	read	
NPS_VISITOR_OR_GUEST		read
NPS_PROGRAM	read	
NPS_POLICY_GUIDANCE		read
NPS_PLAN	read	
NPS_BUDGET	read	
MIL_OPS_SUPPORT_PROGRAM		read
MILITARY_OPS_SUPPORT_CAPABILITY		read
MILITARY_NPS_STUDENT		read
MILITARY_NPS_STAFF	read	
MILITARY_FACULTY		read
MATERIAL	read	
LOCATION	read	
INSTITUTIONAL_RESEARCH		read
FINANCIAL_PROGRAM		read
FINANCIAL_PLAN	read	
FEDERAL_GOVERNMENT_GUIDANCE		read
FACULTY_RESEARCH	read	
DON_GUIDANCE	read	
DOD_GUIDANCE	read	
DEPARTMENTAL_PROGRAM		read
DEPARTMENTAL_PLAN	read	
DEPARTMENTAL_BUDGET		read
CURRICULAR_PROGRAM		read
CURRICULUM_INSTRUCTION		read
CIVILIAN_NPS_STUDENT	read	
CIVILIAN_NPS_STAFF	read	
CIVILIAN_NPS_FACULTY	read	
CIVILIAN_INSTITUTION_INSTRUCTION		read
APPROPRIATED_FUND	read	
ADMINISTRATIVE_PROGRAM		read
ADMINISTRATIVE_PLAN	read	
ACADEMIC_PROGRAM		create
ACADEMIC_PLAN	create	
ACADEMIC_COURSE_INSTRUCTION		create
NPS_ORGANIZATIONAL_CODE		read
FACILITY	read	
AUTOMATED_INFO_SYSTEM_RESOURCE		read
AGREEMENT	read	
ACADEMIC_DEPT_OR_GROUP		read

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:

Entity Type	Expected Actions
SPECIAL_FUND	read
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
REIMBURSABLE_FUND	read
NPS_VISITOR_OR_GUEST	read
NPS_POLICY_GUIDANCE	read
NON_APPROPRIATED_FUND	read
NAVAL_SUBAREA_SIX_GUIDANCE	create
MIL_OPS_SUPPORT_PROGRAM	read
MIL_OPS_SUPPORT_PLAN	read
MILITARY_NPS_STAFF	create
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CIVILIAN_NPS_STAFF	create
ADMINISTRATIVE_PROGRAM	read
NPS_ORGANIZATIONAL_CODE	read
LOCATION	read
LAND	read
FACILITY	read
NAVAL_POSTGRADUATE_SCHOOL	create
ORGANIZATION	create
TENANT_COMMAND	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
AGREEMENT	create

Name: DIRECT\_DRMI

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

Type: Function

Subordinate of: ADMINISTER\_NPS\_PROGRAMS

Expected Effects:

Entity Type	Expected Actions
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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:

Entity Type	Expected Actions
SPECIAL_FUND	read
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
RESEARCH_BUDGET	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATIONAL_CODE_PLAN	read
ORGANIZATIONAL_CODE_BUDGET	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read

NON_APPROPRIATED_FUND	read
NAVAL_POSTGRADUATE_SCHOOL	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DONATED_FUND	read
DOD_GUIDANCE	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_PROGRAM	read
NPS_ORGANIZATIONAL_CODE	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read
ACADEMIC_DEPT_OR_GROUP	read
AGREEMENT	create

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. [SORM: 200.b.(24)]

Type: Function

Subordinate of: COORDINATE\_ACADEMIC\_PROGRAMS

Subordinates: PROVIDE\_CNO\_STATUS\_REPORTS  
MAKE\_CHANGE\_RECOMMENDATIONS  
MAINTAIN\_NITRAS\_RECORDS

Expected Effects:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
SPECIAL_FUND	read
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
RESEARCH_BUDGET	read
REIMBURSABLE_FUND	read

NPS_VISITOR_OR_GUEST	read	
NPS_BUDGET	read	
MILITARY_NPS_STUDENT	read	
MILITARY_NPS_STAFF	read	
INSTITUTIONAL_RESEARCH	read	
FINANCIAL_PROGRAM	read	
FINANCIAL_PLAN	read	
FEDERAL_GOVERNMENT_GUIDANCE		read
FACULTY_RESEARCH	read	
DON_GUIDANCE	read	
DOD_GUIDANCE	read	
CURRICULUM_INSTRUCTION		read
CURRICULAR_PROGRAM		read
CURRICULAR_PLAN	read	
CIVILIAN_NPS_STUDENT	read	
CIVILIAN_INSTITUTION_INSTRUCTION		read
APPROPRIATED_FUND	read	
ACADEMIC_PROGRAM	read	
ACADEMIC_PLAN	read	
ACADEMIC_COURSE_INSTRUCTION		read
ORGANIZATION	read	
NPS_PROGRAM	read	
NPS_PLAN	read	
NAVAL_POSTGRADUATE_SCHOOL		read
MILITARY_OPS_SUPPORT_CAPABILITY		read
MATERIAL	read	
LAND	read	
FACILITY	read	
AGREEMENT	read	
ACADEMIC_DEPT_OR_GROUP		read

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:

Entity Type	Expected Actions
TENANT_COMMAND	read
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
RESEARCH_BUDGET	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATIONAL_CODE_PLAN	create
ORGANIZATIONAL_CODE_BUDGET	create
REIMBURSABLE_FUND	create
REVOLVING_FUND	create
SPECIAL_FUND	create
ORGANIZATION	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	create
NPS_ORGANIZATIONAL_CODE	read
NPS_BUDGET	create
NON_APPROPRIATED_FUND	create
NAVAL_POSTGRADUATE_SCHOOL	read
MIL_OPS_SUPPORT_PROGRAM	read
MIL_OPS_SUPPORT_PLAN	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	create
FINANCIAL_PLAN	create
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DONATED_FUND	create
DOD_GUIDANCE	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_BUDGET	create
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	create
ADMINISTRATIVE_PROGRAM	read
ACADEMIC_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read
LOCATION	read
LAND	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
AGREEMENT	read
ACADEMIC_DEPT_OR_GROUP	read

Name:       MANAGE\_ALL\_PROGRAM\_CURRICULA

Description:

Type: Function

Subordinate of: ADMINISTER\_FULLY\_FUNDED\_PROGRAMS

Subordinates: DEVELOP\_CURRICULAR\_PROGRAMS  
COORDINATE\_CURRICULA  
PERIODICALLY\_REVIEW\_CURRICULA  
MAINTAIN\_CURRENT\_CURRICULA  
LIAISON\_WITH\_PROGRAM\_MANAGERS  
RECOMMEND\_NEW\_STUDY\_AREAS  
RECOMMEND\_NEW\_METHODOLOGIES

Expected Effects:

Entity Type	Expected Actions
SITUATION	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read
MILITARY_FACULTY	read
INSTITUTIONAL_RESEARCH	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	update
CURRICULAR_PROGRAM	update
CURRICULAR_PLAN	create
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
AGREEMENT	read
ACADEMIC_PROGRAM	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_ORGANIZATIONAL_CODE	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
ACADEMIC_DEPT_OR_GROUP	read

Name: PERFORM\_ALL\_ASSIGNED\_DUTIES

Description: The functional guides in the SORM  
(NAVPGSCOLINST 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:

Entity Type	Expected Actions
NPS_POLICY_GUIDANCE	read
NAVAL_SUBAREA_SIX_GUIDANCE	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
DON_GUIDANCE	read
DOD_GUIDANCE	read

Name: PROVIDE\_INSTRUCTION\_TO\_STUDENTS

Description:

Type: Function

Subordinate of: COORDINATE\_ACADEMIC\_PROGRAMS

Subordinates: EDUCATE\_MILITARY\_OFFICERS  
 EDUCATE\_CIVILIAN\_PERSONNEL

Expected Effects:

Entity Type	Expected Actions
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
MATERIAL	read
LOCATION	read
FEDERAL_GOVERNMENT_GUIDANCE	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read



ACADEMIC_PROGRAM	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	create
ORGANIZATION	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
AGREEMENT	read
ACADEMIC_DEPT_OR_GROUP	read

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  
 DIRECT\_INTERNATIONAL\_PROGRAMS  
 PROVIDE\_LEGAL\_SERVICES  
 ADMINISTER\_SAFETY\_AND\_HEALTH\_PRG  
 MANAGE\_COMPUTING\_AND\_IRM  
 ADMINISTER\_FAMILY\_SERVICE\_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\_PRGM  
 SUPERVISE\_NPS\_BACHELOR\_QUARTERS  
 ADMINISTER\_NEX\_ACTIVITIES  
 HELP\_PROVIDE\_NON\_ACADEMIC\_SUPPRT

#### Expected Effects:

Entity Type	Expected Actions
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	create
	read
ORGANIZATIONAL_CODE_PLAN	read
ORGANIZATIONAL_CODE_BUDGET	read
SITUATION	create
NPS_VISITOR_OR_GUEST	create
NPS_POLICY_GUIDANCE	create
NPS_PLAN	read
NPS_BUDGET	read
NON_APPROPRIATED_FUND	read
MIL_OPS_SUPPORT_PROGRAM	create
MIL_OPS_SUPPORT_PLAN	create
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	create
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read

FEDERAL_GOVERNMENT_GUIDANCE	read
DON_GUIDANCE	read
DONATED_FUND	read
DOD_GUIDANCE	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	create
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	create
ADMINISTRATIVE_PLAN	create
TENANT_COMMAND	read
ORGANIZATION	read
NPS_PROGRAM	create
NPS_ORGANIZATIONAL_CODE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
MATERIAL	create
LOCATION	create
LAND	create
FACILITY	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create

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\_COMMAND\_MISSION

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: 286.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.

[SORM: 262.b.(13)]

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\_SUPPRT

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: 286.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\_ADPSO

Description: Serve as Automatic Data Processing Systems  
Security Officer (ADPSO) 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: ASST\_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: PROVIDE\_LEGAL\_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\_ADP\_NEW\_TECH  
                 SUPERVISE\_MULTUSER\_SYS\_DATA  
                 OVERSEE\_ADMIN\_NET\_AND\_APP\_DEV\_GP

Name:        ADMINISTER\_ADP\_LIFE\_CYCLE\_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\_SRVC

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:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_NPS_STAFF	create
GENERIC_NPS_STUDENT	read
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
SITUATION	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create

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:

Entity Type	Expected Actions
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
ORGANIZATION	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
MATERIAL	create
LOCATION	create
LAND	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

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: 251.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\_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

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\_8\_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.



[SORM: 282.b.(3)]

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\_ADVOCACY\_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.(8)]

Type:        Process  
             Not Repetitive  
             Online implementation suggested

Subordinate of: ADMINISTER\_FAMILY\_SERVICE\_CENTER

Subordinates:    SERVE\_AS\_NPS\_FAMILY\_ADVOCACY\_OFF  
                         LIAISON\_FORT\_ORD\_COMMUNITY\_SRVCS  
                         REPORT\_SPOUSE\_OR\_CHILD\_ABUSE  
                         CHAIR\_NPS\_FAMILY\_ADVOCACY\_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\_AS\_POC\_WITH\_PERS66  
                         ADVISE\_SUP\_ON\_MIL\_FSC\_MATTERS

COORDINATE\_TRAINING\_REQUESTS  
 ADVERTISE\_FSC\_SERVICES  
 SERVE\_AS\_CACO\_COORDINATOR  
 ADMINISTER\_FAMILY\_ADVOCACY\_PRGM  
 SIGN\_FSC\_BY\_DIRECTION

Expected Effects:

Entity Type	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\_ADVISOR  
 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\_PAO  
 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\_CNWDI\_OFFICER  
 SIGN\_SEC\_MATTERS\_BY\_DIRECTION  
 LIAISON\_WITH\_SSO

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
SITUATION	create
NPS_PLAN	create
ORGANIZATION	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
GENERIC_NPS_FACULTY	create
FACILITY	create

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\_ACADEMIC\_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:**

<u>Entity Type</u>	<u>Expected Actions</u>
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

**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:**

<u>Entity Type</u>	<u>Expected Actions</u>
MILITARY_OPS_SUPPORT_CAPABILITY	create
AGREEMENT	create
FACILITY	create
GENERIC_FUND	create

**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\_ANTI\_TERRORISM\_PRGM  
MANAGE\_NPS\_LOSS\_PREVENTION\_PRGM  
EVALUATE\_PHYSICAL\_SECURITY\_PRGM  
EVALUATE\_ANTI\_TERRORISM\_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\_RESRCS\_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  
ADMINISTER\_SECURITY\_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:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
SITUATION	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

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'T\_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:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
TENANT_COMMAND	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
MATERIAL	create
LOCATION	create
LAND	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

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\_REQTS\_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\_SAFETY\_EMPLOYMENT



MONITOR\_OTHER\_SAFETY\_PROGRAMS  
 ATTEND\_SAFETY\_CONFERENCES  
 PROVIDE\_TENANT\_SAFETY\_SUPPORT  
 SIGN\_SAFETY\_BY\_DIRECTION  
 CHAIR\_OSH\_COMMITTEE

Expected Effects:

Entity Type	Expected Actions
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
SITUATION	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create

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\_SOF\_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\_SOF\_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\_OFFICER  
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\_PRGRMS  
MANAGE\_CONTROLS\_DIVISION

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_FUND	create
GENERIC_GUIDANCE	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create
MATERIAL	create

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\_ADP\_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

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\_REVV\_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\_RWW  
                 REDUCE\_ENERGY\_AND\_H2O\_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:

Entity Type

Expected Actions

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GENERIC\_FUND

create

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\_MIS\_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\_ABT\_TRNSFR\_FLD

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: DIRECT\_INTERNATIONAL\_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

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\_RESOURCE\_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\_IRM

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\_IRM

Name: CHAIR\_NPS\_FAMILY\_ADVOCACY\_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 reseaqrch Advisory Panel.  
[SORM: 289.b.(4)]

Type: Process  
Not Repetitive  
Online implementation suggested

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\_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\_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\_PHYS\_SEC\_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\_REVIEWS

Description: Conduct Staff Judge Advocate post-trial reviews  
pursuant to the MCM, 1984, Chapter I. [SORM:

203.b.(8)]

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.(26)]

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\_GOV'T\_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

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 Programs 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:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_RESEARCH_CAPABILITY	create
NPS_PLAN	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
AGREEMENT	create

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: ADMINISTER\_O4\_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: ADMINISTER\_O4\_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: ADMINISTER\_O4\_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: PROVIDE\_LEGAL\_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: DIRECT\_INTERNATIONAL\_PROGRAMS

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: 265.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:**

Entity Type	Expected Actions
GENERIC_BUDGET	create
GENERIC_GUIDANCE	create
NPS_PLAN	create

**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

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_BUDGET	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
AGREEMENT	create

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\_THE\_MARINE\_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: DIRECT\_INTERNATIONAL\_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

(N-01) and Bureau of Naval Personnel on student input procedures as required. [SORM: 220.b.(6)]

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 direction 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  
                     Griffen 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

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

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\_FCLTY

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\_RVW\_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\_ADP

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\_ADP\_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

publications. [SORM: 277.b.(3)]

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 data bases 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\_PREVENTION\_PROGRAMS

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\_REQUESTED\_REPORTS

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\_SECURITY\_DIRECTIVES

Description:        Develop written security orders and/or  
                     directives to cover all phases of security operations.

[SORM: 262.b.(11)]

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: CURRIC\_TEAM\_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\_DPPSO  
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\_RQMTS  
 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

**Expected Effects:**

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_RESEARCH_CAPABILITY	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
AGREEMENT	create

**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:** DIRECT\_INTERNATIONAL\_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\_STDNT\_ORIENTATION  
ADMINISTER\_INFORMATIONAL\_PRGM  
PREPARE\_IP\_BUDGET

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:**

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
ORGANIZATION	read
GENERIC_NPS_STAFF	read
GENERIC_NPS_FACULTY	read
NPS_PLAN	create
GENERIC_NPS_STUDENT	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

**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:** CURRIC\_TEAM\_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\_CONVENING\_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: PROVIDE\_LEGAL\_SERVICES

Name: EDUCATE\_AUTHORIZED\_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

Expected Effects:

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
ORGANIZATION	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
GENERIC_NPS_FACULTY	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create
ACADEMIC_DEPT_OR_GROUP	create

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:

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
ACADEMIC_DEPT_OR_GROUP	create
AGREEMENT	create
FACILITY	create
GENERIC_FUND	create
GENERIC_GUIDANCE	create
LOCATION	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
ORGANIZATION	create
NPS_PLAN	create

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:**

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
NPS_ORGANIZATIONAL_CODE	create
ACADEMIC_DEPT_OR_GROUP	create
AGREEMENT	create
FACILITY	create
GENERIC_FUND	create
GENERIC_GUIDANCE	create
LOCATION	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
ORGANIZATION	create
NPS_PLAN	create

**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\_CONTRCT\_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\_CONTRCT\_SRVC

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: 258.b.(2)]

Type: Process  
Not Repetitive  
Online implementation suggested

Subordinate of: MANAGE\_MAINT\_CONTROL\_DIV

Name: EVALUATE\_ANTI\_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: 287.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 student 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\_ADP\_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\_ADP\_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\_HANDOUTS

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: 200.b.(3)]

Type: Process  
Not Repetitive  
Online implementation suggested

Subordinate of: DEVELOP\_CURRICULAR\_PROGRAMS

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

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\_REVIEWS  
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: 286.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\_URINALYSIS

Expected Effects:

Entity Type	Expected Actions
GENERIC_BUDGET	create
GENERIC_GUIDANCE	create
	read
GENERIC_NPS_STUDENT	read
GENERIC_NPS_STAFF	read
TENANT_COMMAND	read
NPS_PLAN	create
LOCATION	create
FACILITY	create

Name: HELP\_SELECT\_AND\_TRAIN\_FACULTY

Description: Participate in faculty selection, orientation, and development, including military faculty. [SORM:

280.b.(8)]

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\_HUMAN\_RESOURCE\_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\_GOV'T\_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\_RESRCS\_TO\_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\_DIRECTION  
SERVE\_AS\_EEO\_REPRESENTATIVE

Name: IMPLEMENT\_HAZARD\_REPORTING



Description: Implement a hazard reporting system that provides employees with a method of reporting unsafe or unhealthful 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 casual 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\_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

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: 269.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\_GOV'T\_LOSS\_CLAIMS

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, NAVPGSCOL 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\_NAVY\_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:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
GENERIC_NPS_STUDENT	create
NPS_PROGRAM	create
AGREEMENT	create

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

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

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_BUDGET	create
AGREEMENT	create

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\_DRIVER\_TRAINING\_PRGM

Description: Maintain the driver training program. [SORM: 255.b.(4)]

Type: Process  
Not Repetitive  
Online implementation suggested

Subordinate of: OVERSEE\_TRANSPORTATION\_SHOP\_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: MAINTAIN\_EXTERNAL\_ADP\_CONTACTS

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: MAINTAIN\_EXTERNAL\_LIB\_CONTACTS

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\_LIBRARY\_AND\_INFO\_SERVICE

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

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\_WTH\_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.(8)]

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:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_INSTRUCTION_CAPABILITY	create
NPS_PROGRAM	create

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\_SKIL\_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.

[SORM: 220.b.(5)]

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

MILITARY_OPS_SUPPORT_CAPABILITY	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_BUDGET	create
GENERIC_GUIDANCE	create
GENERIC_NPS_STAFF	read
ORGANIZATION	read
TENANT_COMMAND	read

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\_RSRCs  
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\_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

**Expected Effects:**

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_BUDGET	create
ORGANIZATION	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

**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\_SRVC  
                   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.b.(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\_WORK\_PLACE\_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\_CONTRCT\_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\_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

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\_GOV'T\_LOSS\_CLAIMS  
SUPERVISE\_THE\_PERSONAL\_PROP\_PRGM  
SUPERVISE\_HAZMAT\_CONTROL\_PRGM  
PERFORM\_FOOD\_SERV\_OFFCR\_DUTIES

Name: MANAGE\_NPS\_ANTI\_TERRORISM\_PRGM

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\_LOSS\_PREVENTION\_PRGM

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\_PRGM

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\_NSIFPPS

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\_CURRIC\_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\_ADP\_ACTION\_OFFICER  
ACT\_AS\_03\_SECURITY\_ACTION\_OFFICER  
SERVE\_AS\_03\_TRAINING\_OFFICER  
SERVE\_AS\_CODE\_03\_REP\_TO\_SAC  
ASSIST\_MAINTAIN\_PHYS\_RSRCS\_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  
OPERATE\_UTILITY\_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) Lazer 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\_SRVC

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\_PERSONAL\_PROPERTY\_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\_PERSONAL\_PROPERTY\_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: 248.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\_PROPERTY\_LOSS\_CLAIM

## **SUPERVISE\_PROPERTY\_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.(6)]

**Type:** Process  
Not Repetitive  
Online implementation suggested

**Subordinate of:** ADMINISTER\_SUPPLY\_DEPARTMENT

**Subordinates:** ASSIST\_OPERATE\_ENLISTED\_GALLEY

**Name:** OPERATE\_UTILITY\_PLANTS\_AND\_DISTR

**Description:** Operate utility plants and distribution systems, specifically heating, sewage system, and refrigeration plants, fixed pumping stations and sub-stations, 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: 226.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\_VOLUNTARY\_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:       OVERALL\_COORDINATION\_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\_RVWS

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\_ACADEMIC\_CALENDAR  
                  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\_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

Name: OVERSEE\_NPS\_DEVELOPED\_ADMIN\_ADP

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.(11)]

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\_RESEARCH\_RELATED\_ITEMS

Name: OVERSEE\_RESEARCH\_PROPOSALS

Description: Oversee the [research] proposal process. [SORM: 289.b.(11)(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 wight-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: 286.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:       PERFORM\_EXTERNAL\_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.(8)]

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\_FUNCTIONS

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:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_INSTRUCTION_CAPABILITY	create
ORGANIZATION	read
NPS_PROGRAM	read
GENERIC_FUND	read
AGREEMENT	read

Name:       PERIODICALLY\_RVW\_ACADEMIC\_PERF

Description:       Conduct periodic reviews of acadmic  
                    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

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 Programs 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\_CONSTRUCT\_PLANS

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: DIRECT\_INTERNATIONAL\_PROGRAMS

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)]

Type:        Process  
              Not Repetitive  
              Online implementation suggested

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)]

Type:        Process  
              Not Repetitive  
              Online implementation suggested

Subordinate of: MANAGE\_PW\_ENG\_DIV

Name:        PREPARE\_TECH\_REPORTS\_AS\_REQ

Description:       Prepare technical reports as required. [SORM:  
                      259.b.(9)]

Type:        Process  
              Not Repetitive  
              Online implementation suggested

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)]

Type:        Process  
              Not Repetitive  
              Online implementation suggested

Subordinate of: SUPPORT\_USN\_PUBLIC\_AFFAIRS

Name: PREP\_INTEL\_PROP\_GUIDELINES

Description: Prepare guidelines on intellectual property issues pertaining to research. [SORM: 289.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 nad 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: 289.b.(5)]

Type: Process  
Not Repetitive  
Online implementation suggested

Subordinate of: ADMINISTER\_NPS\_RESEARCH\_PROGRAM

Name: PRESENT\_GRADUATE\_EDUCATION\_REVV

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\_PERSONAL\_PROPERTY\_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\_8\_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



Description: Advise 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

Description: 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

Description: 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\_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

Name: PROVIDE\_ADMIN\_SERVICES\_TO\_MWR

Description: 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 cashiering, 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\_ADP\_SECURITY\_SRVCS

Description:        Provide management and technical services in ADP Security. [SORM: 279.a.]

Type:        Process  
             Not Repetitive  
             Online implementation suggested

Subordinate of: ADMINISTER\_ADP\_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: 256.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\_ACAD\_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: PROVIDE\_CONTINUING\_EDUCATION\_PRG  
CONSIDER\_ED\_PRGM\_COST\_DECISION  
ADVISE\_PROVOST\_ON\_ED\_PRGMS  
CONTINUOUSLY\_IMPROVE\_COURSES  
DEVELOP\_SHORT\_COURSES  
IMPROVE\_TEACHING\_AND\_INSTRUCTION  
SUPERVISE\_REGISTRAR  
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\_PROFESSIONAL\_LECTURES  
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\_8\_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

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\_FUNERAL\_DETAILS\_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 art work, 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.(8)]

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.(1)]

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\_REVIEW  
RENDER\_LEGAL\_ASSISTANCE  
VERIFY\_LEGAL\_SUFFICIENCY  
ADJUDICATE\_PERSONNEL\_CLAIMS  
SIGN\_LEGAL\_BY\_DIRECTION

Expected Effects:

Entity Type	Expected Actions
MILITARY_OPS_SUPPORT_CAPABILITY	create
AGREEMENT	create
GENERIC_GUIDANCE	create
TENANT_COMMAND	read

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\_PAO\_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\_PERS\_PROPERTY\_COUNSELING

Description: Provide counseling services (under the Personal Property Program). [SORM: 248.b.(3)(a)]

Type: Process  
Not Repetitive  
Online implementation suggested

Subordinate of: OPERATE\_PERSONAL\_PROPERTY\_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: PROVIDE\_PROCUREMENT\_CONTRCT\_SRVC

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 CONTRCT 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\_ADPSO  
DETERMINE\_AND\_PROCURE\_PW\_AD  
DEVELOP\_AND\_MAINTAIN\_AD\_ARCH  
TRAIN\_PW\_PERSONNEL\_ON\_AD\_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: 266.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\_RESEARCH\_RELATED\_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.

[SORM: 200.b.(22)]

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\_GOV'T\_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\_GOV'T\_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\_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: 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: RECOMMEND\_RESOURCE\_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

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\_GOV'T\_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

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\_ADVOCACY\_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\_PRG

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, (eg., 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\_8\_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\_CMD5  
                 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. [SROM: 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\_STUDENT\_SUPERVISION

Name: REVIEW\_TELCO\_PROPOSALS

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: MAINTAIN\_NPS\_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 Superintendent 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

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\_ADP\_ACTION\_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\_ADP\_SECURITY\_CONSULT

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\_ADP\_SECURITY\_PROGRAM

Name: SERVE\_AS\_ADP\_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 administrative 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

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  
                  Supplu 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\_ADVOCACY\_OFF

Description: Serve as NPS Family Advocacy Officer. [SORM:  
267.b.(8)]

Type: Process  
Not Repetitive  
Online implementation suggested

Subordinate of: ADMINISTER\_FAMILY\_ADVOCACY\_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\_OFCR

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\_AFDCB

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\_ADP\_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\_DIRECTION

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\_DIRECTION

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 memembr 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\_ADP\_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\_ACAD\_RESOURCE\_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\_ADP\_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\_RCRD\_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: 287.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: 287.b.(15)]

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

Name: SUBMIT\_RESEARCH\_BUDGET\_REQUEST

Description: Prepare and submit budget requirements as directed. [SORM: 289.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: 285.b.(1)]

Type:        Process  
             Not Repetitive  
             Online implementation suggested

Subordinate of: OVERSEE\_ACAD\_EVAL\_RCRD\_PROCESS

Name:        SUPERVISE\_ADMIN\_ADP\_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\_ADP\_SECURITY\_OFFICER

Description:       Supervise the activities of the ADP 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\_SCHED  
MAINTAIN\_ACAD\_SPACE\_SCHED  
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\_COMMAND\_URINALYSIS

Description: Supervise the Command Urinalysis Program.

[SORM: 244.b.(4)]

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:        SUPERVISE\_COORD\_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\_AB\_TNRSFR\_FLD  
                 FOSTER\_FACULTY\_PARTICIPATION  
                 MAINTAIN\_RELEVANT\_COURSE\_CONTENT  
                 COLLABORATE\_WITH\_ACADEMIC\_DEPTS  
                 ADAPT\_GEN\_PROC\_TO\_CURRIC\_PRGM  
                 CURRICULAR\_OFFICER\_PROGRAM\_DUTY



**Expected Effects:**

<b>Entity Type</b>	<b>Expected Actions</b>
GENERIC_INSTRUCTION_CAPABILITY	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

**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

Subordinate of: ADMINISTER\_04\_DIVOS\_AND\_NPS\_ENL

Name: SUPERVISE\_FACILITIES\_AND\_UTILITY

Description: Be responsible for the planning, design, maintenance, and repair of Nps facilities and utilities., performing assigned duties per the technical standasrds 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\_MULTUSER\_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:

Entity Type

Expected Actions

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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: 262.b.(12)]

The Operations Division consists of the Patrol (Police) Branch and the Training Branch. [SORM: 262.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\_SRVC\_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: KEEP\_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: 282.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 officers 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 officers 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\_PGRMS

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\_WTH\_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\_WTH\_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\_TEAM\_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





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: 236.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 brigs or correctional facilities. [SORM: 266.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-