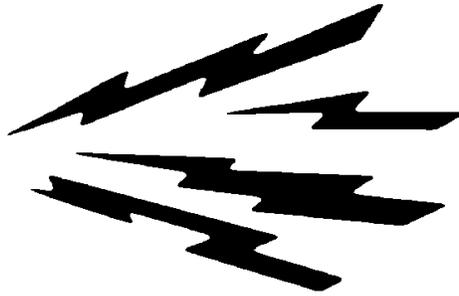


CHAPTER 67



INFORMATION SYSTEMS TECHNICIAN (IT)

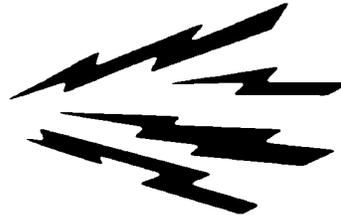
NAVPERS 18068-67H
CH-63

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NAVY ENLISTED OCCUPATIONAL STANDARDS
FOR
INFORMATION SYSTEMS TECHNICIAN SUBMARINES (ITS)



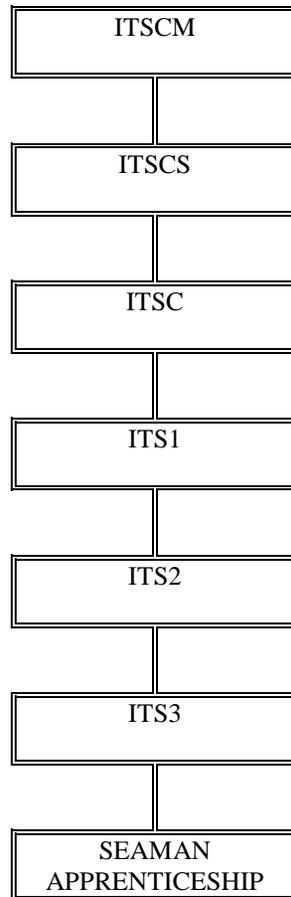
SCOPE OF RATING

Information System Technician Submarines (ITS) perform core and specialty functions of network system administration, maintenance, security, and training; and plan, coordinate, and manage unit-level Information Systems (IS) security and integration across platforms, fleets, and services.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 67.

GENERAL INFORMATION

CAREER PATTERN



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

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title

Information Technology Technician Submarines

Job Code

002712

Job Family

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

IT TECHNICIAN SUBMARINES

Short Title (14 Characters)

IT TECH SUBS

Pay Plan

Enlisted

Career Field

ITS

Other Relationships and Rules

N/A

Job Description

Information Technology Technicians Submarines perform core and specialty functions of network administration; troubleshoot and assist with the use of computer hardware and software including printers, and software applications; conduct system backups and restores; install applications and peripherals; monitor and protect network computer systems by detecting and reporting threats of network intrusion and unauthorized access; protect information from and recover information after loss or damage using backups, virus detection, and recovery software procedures; utilize Information Assurance (IA) and Computer Network Defense (CND) programs; and perform network accreditations and certifications.

DoD Relationship

Group Title

ADP Computers, General

DoD Code

115000

O*NET Relationship

Occupation Title

Network and Computer Systems Administrators

SOC Code

15-1071.00

Job Family

Computer and Mathematical

Skills

Operation and Control

Equipment Maintenance

Systems Analysis

Technology Design

Writing

Repairing

Complex Problem Solving

Troubleshooting

Installation

Reading Comprehension

Abilities

Information Ordering

Written Comprehension

Deductive Reasoning

Problem Sensitivity

Inductive Reasoning

Written Expression

Control Precision

Manual Dexterity

Flexibility of Closure

Oral Expression

INFORMATION ASSURANCE

Paygrade

E5

Task Type

CORE

Task Statements

Maintain Information Systems Security (ISS) logs

E5

CORE

Process Information Assurance Vulnerability Bulletins (IAVB), Information Assurance Vulnerability Alerts (IAVA), and Information Assurance Vulnerability Technical (IAVT) advisories

E7

CORE

Report Information Security (INFOSEC) compliance

E4

CORE

Report Information Systems Security (ISS) incidents

E4

CORE

Report Information Systems Security (ISS) violations

E4

CORE

Report Information Systems Security (ISS) vulnerabilities

E5

CORE

Verify client platform hardware and software securities

E6

CORE

Verify trusted computer security status

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Administer computer Information System (IS) user accounts
E4	CORE	Administer domain system accounts
E4	CORE	Analyze network audit logs
E4	CORE	Apply updates to local media and technical libraries
E4	CORE	Back up Information Systems (IS)
E4	CORE	Maintain computer Information System (IS) components
E5	CORE	Maintain computer Information System (IS) servers
E5	CORE	Maintain intranet websites
E4	CORE	Maintain network components
E5	CORE	Maintain network databases
E4	CORE	Maintain network printers
E4	CORE	Maintain Program of Record (POR) applications (e.g. Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E4	CORE	Maintain system hardware
E5	CORE	Maintain Virtual Private Networks (VPN)
E5	CORE	Perform Information System (IS) trend analyses (e.g. hardware, software, network, etc.)
E5	CORE	Perform disk administration
E5	CORE	Perform system file maintenance
E6	CORE	Process Program of Record (POR) system updates
E6	CORE	Update computer configuration documentation
E4	CORE	Update computer Information System (IS) virus files

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze audit logs
E5	CORE	Apply router Access Control Lists (ACL)
E6	CORE	Audit network firewalls
E6	CORE	Configure domain backup schedules
E6	CORE	Document off-site technical support actions
E7	CORE	Formulate system life cycle support plans
E4	CORE	Inventory computer Information System (IS) assets
E4	CORE	Maintain computer Information System (IS) logs
E7	CORE	Maintain network documentation

E5	CORE	Manage Information Systems (IS) file and folder access
E7	CORE	Manage Information Systems (IS) programs (e.g. Submarine Local Area Network (SUBLAN), Host Based Security System (HBSS), Navy Information/Application Product Suite (NI/APS), Naval Tactical Command Support System (NTCSS))
E6	CORE	Manage network databases
E7	CORE	Plan network restorations
E4	CORE	Prepare network status reports
E4	CORE	Update trouble desk knowledge database
E6	CORE	Verify network firewall configurations
E4	CORE	Verify system configuration requirements

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Configure external peripherals
E6	CORE	Configure group policy objects
E4	CORE	Configure Information Systems (IS) application software
E4	CORE	Configure Information Systems (IS) network hardware
E4	CORE	Configure Local Area Network (LAN) architecture
E5	CORE	Configure network auditing logs
E5	CORE	Configure network software
E4	CORE	Configure print services
E5	CORE	Configure server Operating System (OS) software
E5	CORE	Configure virus scanners
E4	CORE	Configure workstation internal core components
E4	CORE	Configure workstation network connectivity
E4	CORE	Configure workstation Operating System (OS) software
E4	CORE	Construct networks
E4	CORE	Create workstation images
E4	CORE	Document customer trouble calls
E5	CORE	Document network outage
E4	CORE	Document server Operating System (OS) errors
E5	CORE	Document server outages
E4	CORE	Install external peripherals
E5	CORE	Install network components
E4	CORE	Install network peripherals
E4	CORE	Install network software
E4	CORE	Install Operating Systems (OS)
E6	CORE	Install Remote Access Servers (RAS)
E4	CORE	Install storage devices (e.g. Redundant Array of Inexpensive Disks (RAID) array, Hard Disk Drives (HDD), etc.)
E4	CORE	Install workstation internal core components
E4	CORE	Load image software

E4	CORE	Perform corrective action for trouble calls
E4	CORE	Perform file transfer protocols (e.g. Trivial File Transfer Protocol (TFTP), Secure Shell Protocol (SSH), etc.)
E4	CORE	Repair client platforms
E4	CORE	Restore computer Information Systems (IS)
E5	CORE	Set up Channel Service Units/Data Service Units (CSU/DSU) for Fiber Distributed Data Interface (FDDI) operations
E4	CORE	Shut down computer Information Systems (IS)
E4	CORE	Start up computer Information Systems (IS)
E4	CORE	Start up network servers
E4	CORE	Troubleshoot client platforms
E5	CORE	Troubleshoot computer Information Systems (IS)
E4	CORE	Troubleshoot external peripherals
E4	CORE	Troubleshoot file and folder access problems
E5	CORE	Troubleshoot intranet websites
E5	CORE	Troubleshoot network components
E6	CORE	Troubleshoot network databases
E4	CORE	Troubleshoot networks
E4	CORE	Troubleshoot Operating Systems (OS)
E5	CORE	Troubleshoot Program of Record (POR) applications (e.g. Electronic Shift Operations Management System (ESOMS), Web Advanced Technical Information Support System (WeBATIS), etc.)
E5	CORE	Troubleshoot server internal core components
E5	CORE	Troubleshoot storage devices (e.g. Redundant Array of Inexpensive Disks (RAID) array, Hard Disk Drives (HDD), etc.)
E5	CORE	Troubleshoot system hardware
E4	CORE	Troubleshoot workstation application software
E4	CORE	Troubleshoot workstation internal core components
E4	CORE	Troubleshoot workstation network connectivity
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality

Job Title**Information Technology Manager Submarines****Job Code****002713****Job Family**

Computer and Mathematical

NOC

TBD

Short Title (30 Characters)

IT MANAGER SUBMARINES

Short Title (14 Characters)

IT MGR SUBS

Pay Plan

Enlisted

Career Field

ITS

Other Relationships and Rules

N/A

Job Description

Information Technology Managers Submarines plan, coordinate, and manage unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; approve policies for and direct Information Assurance (IA) programs; manage and implement Information Systems Security (ISS) countermeasures and network security programs; develop and review Information Systems Security (ISS) accreditation packages; design, plan, and prepare for network expansions and upgrades; manage administrative functions and security procedures governing the special security program; and coordinate the allocation of personnel and financial resources, protection of classified information, and the training of Information Technology Technicians Submarines.

DoD RelationshipGroup Title

ADP Computers, General

DoD Code

115000

O*NET RelationshipOccupation Title

Network and Computer Systems Administrators

SOC Code

15-1142.00

Job Family

Computer and Mathematical

Skills*Operation and Control**Writing**Critical Thinking**Systems Evaluation**Complex Problem Solving**Coordination**Reading Comprehension**Equipment Maintenance**Quality Control Analysis**Technology Design***Abilities***Information Ordering**Deductive Reasoning**Written Comprehension**Problem Sensitivity**Inductive Reasoning**Written Expression**Flexibility of Closure**Category Flexibility**Originality**Control Precision***INFORMATION ASSURANCE****Paygrade****Task Type****Task Statements**

E7

CORE

Analyze Information Systems Security (ISS) requirements

E7

CORE

Approve Information Systems Security (ISS) directives (e.g. policies, plans, instructions, Standard Operating Procedures (SOP), etc.)

E7

CORE

Evaluate Information Systems Security (ISS) incidents

E7

CORE

Evaluate Information Systems Security (ISS) violations

E7

CORE

Evaluate Information Systems Security (ISS) vulnerabilities

E7

CORE

Maintain Information Systems Security (ISS) certification and accreditation documentation

E7

CORE

Manage electronic spillage response operations

E7

CORE

Manage Information Security (INFOSEC) incident reporting processes

E7

CORE

Manage Information Security Systems (ISS) programs (e.g. Host Based Security System (HBSS), etc.)

E6

CORE

Monitor Information Systems Security (ISS) software programs

E7

CORE

Report Information Security (INFOSEC) compliance

E6

CORE

Verify Information System (IS) security controls

E6

CORE

Verify trusted computer security status

NETWORK ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze network audit logs
E7	CORE	Approve Information Systems (IS) policies (e.g. Information Security System (ISS), Host Based Security System (HBSS), etc.)
E5	CORE	Maintain Virtual Private Networks (VPN)
E5	CORE	Perform Information System (IS) trend analyses (e.g. hardware, software, network, etc.)
E6	CORE	Prepare system security certification and accreditation documentation packages

NETWORK MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Analyze audit logs
E5	CORE	Apply router Access Control Lists (ACL)
E6	CORE	Audit network firewalls
E7	CORE	Coordinate catastrophic disaster recovery with off-site technicians
E6	CORE	Coordinate network migration and installation requirements with outside organizations
E5	CORE	Design intranet websites
E6	CORE	Document network migration and installation risks
E6	CORE	Document off-site technical support actions
E6	CORE	Draft Information Systems Security (ISS) directives (e.g. policies, plans, instructions, Standard Operating Procedures (SOP), etc.)
E7	CORE	Draft network topology plans
E7	CORE	Formulate system life cycle support plans
E7	CORE	Maintain network documentation
E5	CORE	Manage Information Systems (IS) file and folder access
E7	CORE	Manage Information Systems (IS) programs (e.g. Submarine Local Area Network (SUBLAN), Host Based Security System (HBSS), Navy Information/Application Product Suite (NI/APS), Naval Tactical Command Support System (NTCSS))
E7	CORE	Manage Local Area Network (LAN) architecture configurations
E6	CORE	Manage network databases
E7	CORE	Plan network restorations
E7	CORE	Prepare disaster recovery contingency plans
E6	CORE	Verify network firewall configurations

NETWORK OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Configure group policy objects
E6	CORE	Install Remote Access Servers (RAS)
E6	CORE	Troubleshoot network databases
E5	CORE	Verify delivered Information Systems (IS) functionality
E5	CORE	Verify delivered network components functionality
E5	CORE	Verify delivered system hardware functionality