



Logistics Specialist Sailors manage inventories of repair parts/general supplies and distribute mail for ships, squadrons, and shore-based activities. They procure, receive, store and issue material and repair components. They utilize financial accounting and database systems to perform inventory and financial management functions. Additionally, they sort and distribute all official and personal mail, manage money order and stamp inventories, and maintain financial and inventory reports.

**What They Do**

- The duties performed by LSs include:
- Managing and operating Navy post offices, ashore or afloat
- Maintaining financial records and accounting systems
- Maintaining inventory databases for material stocked in shore based warehouses and ship storerooms
- Perform duties associated with hazardous material control and management
- Organizing and maintaining databases, correspondence files, and reports
- Maintaining logistics and financial publications and CD-ROM libraries.
- Sorting and distributing all classes of mail and parcel post
- Processing and dispatching mail;
- Directing the routing and transportation of mail
- Performing counter operations similar to those performed in United States Postal Service offices, such as selling stamps, handling money orders, preparing claims, tracers and inquiries
- Preparing and maintaining postal records and reports
- Requisitioning, controlling, and maintaining postal supplies and equipment
- Maintaining security for registered, certified and other special classes of mail
- Maintaining inventory databases for material stocked in shore based warehouses and ship storerooms

<b>Career Path After Recruit Training</b>				
Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling. Advanced technical and operational training is available in this rating during later stages of career development.				
<b>School</b>	<b>Present Location</b>	<b>Approximate Training Time</b>	<b>Subjects</b>	<b>Training Methods</b>
Class "A" Technical School	Meridian, MS	9 weeks	Basic skills required including automated data processing systems, financial records and accounting systems, and postal operations training.	Group instruction
After "A" school, Logistics Specialist are assigned to ships or shore stations in the United States or overseas. Shore duty assignments usually include naval stations, supply depots, squadrons and staffs. During a 20-year career in the Navy, LSs spend approximately 55 percent of their time assigned to fleet units and 45 percent to shore stations.				

The American Council on Education recommends that semester hour credits be awarded in the vocational certificate and lower-division bachelor's/associate's degree categories for courses taken in this rating on office machines and general clerical procedures.

**Qualifications and Interests**

Logistics Specialist must be able to work well with people in a customer service environment. Good arithmetic, verbal and writing skills are very important in this rating. The ability to keep accurate records and perform other detailed work is also a requirement.

**Working Environment**

Logistics Specialists work in offices, shore-based warehouses, air cargo terminals at naval air stations and in storerooms aboard ships. While they work closely with other people, their tasks usually require independent decisions. The diverse working locations associated with this rating provide an excellent opportunity for learning a wide range of inventory database management, financial management, procurement, and warehouse management skills. LSs work in post offices aboard ships, shore and overseas stations in the Navy. The work is both mentally and physically challenging. The wide range of jobs and locations allows people to learn valuable customer service skills.

**Opportunities**

Over 8,500 men and women currently work as LSs in the Navy. Opportunities are excellent for qualified candidates.

**Civilian Occupational Equivalents**

To see Related Civilian Occupations for this rating:

LS - <https://www.cool.navy.mil/enlisted/ls.htm>

For more information on opportunities available for this rating, please visit Navy Credentialing Opportunities On-Line (COOL) at <https://www.cool.navy.mil/index.htm>

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

(Revised 10/12)

**Credit Recommendations**