



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1001.25
N2R
3 Jan 2003

OPNAV INSTRUCTION 1001.25

From: Chief of Naval Operations (N2)

Subj: RESERVE INTELLIGENCE NAVY OFFICER BILLET CLASSIFICATION
CODE (NOBCs)

Ref: (a) BUPERSINST 1001.39D
(b) OPNAVINST 5401.8B
(c) NAVPERS 15839I, Manual of Navy Officer Manpower and
Personnel Classifications

Encl: (1) Sample Format for Requesting NOBC 9600 Certification
(2) Format for RIAC Endorsement
(3) Format for Requesting 9600 NOBC for Former Active
Duty Officers
(4) Format for AT/Project Work Equivalency Certification

1. Purpose. To establish attainment policy on Intelligence Group (96XX) Naval Officer Billet Classification Code (NOBC) for Naval Reserve officers on inactive duty.

2. Cancellation. COMNAVRESINTCOMINST 1001.1.

3. Applicability. This instruction applies to all Naval Reserve officers assigned to Naval Reserve Intelligence Program (NRIP) or Naval Reserve Command Intelligence Support (NRCIS) billets. It should be used for training and career planning purposes.

4. Background. Reference (a), which provides general policy on submitting NOBC requests, designates 96XX as a series requiring specialized qualification standards and application procedures. Reference (b) designates Chief of Naval Operations (N2R) as the adjudicator of 96XX NOBCs.

a. Basic Policy. NOBCs are used to define individual billets and to identify a group of similar billets. The acquisition of a NOBC by a reserve officer is based on their billet. NOBCs are general in nature and may not describe every

billet precisely, however, they are useful in identifying and documenting billet-related training and experience. NOBCs are not utilized in billet selection or as a criteria for promotion. Therefore, officers need not strive to attain a string of NOBCs.

b. NRIP Requirements. Readiness calculations for Naval Reserve Intelligence Officers assigned to the NRIP are not affected by any NOBC other than 9600. Therefore, 9600 is the only mandatory NOBC. By awarding 9600, CNO (N2R) certifies that the officer has completed the minimum basic training requirements for a Special Duty Officer - Intelligence (1635). Refer to enclosure (1) for the sample format for requesting NOBC 9600 certification. Limited Duty Officers (6455) are not required to obtain a 9600 NOBC.

5. Procedures. Commanding Officers will submit 96XX NOBC requests for unit members to CNO (N2R) via the appropriate Reserve Intelligence Area Commander (RIAC) per the qualification standards defined in reference (c) and using the format provided in enclosure (1). The application will include the date and method of completion of each qualification standard. RIAC endorsements should be in the format provided in enclosure (2). Key submission criteria follow:

a. Methods of Qualification. Formal annual training (AT) courses, unit project work, and ATs conducted in an officer's mobilization billet are the primary means of achieving NOBC qualification. Course and project assignments should be selected for their relevance to current and projected mobilization billets and not for obtaining non-required NOBCs.

b. Former Active Duty Intelligence Officers. Each Reserve Intelligence Area Officer-in-Charge must notify CNO (N2R), using the format in enclosure (3), that the officer has affiliated with the NRIP. CNO (N2R) will grant the officer the 9600 NOBC and ensure it is documented with the Chief of Naval Personnel and the Naval Reserve Personnel Center.

c. Intelligence Courses. Course work used to apply for a NOBC must be less than five years old.

d. Eligibility. Except for NOBC 9600, CNO (N2R) will only

consider applications for NOBCs assigned to an officer's current mobilization billet.

e. Equivalencies. Officers may possess training or experience similar to the formal qualification standards in reference (c). For example, an AT in a mobilization billet may be the equivalent of six months of unit project work. Additionally, active duty experience, civilian qualifications, and completion of discontinued AT courses are potential equivalencies. Equivalencies cited in any 96XX NOBC request must be completely documented showing why the course or experience cited is equivalent to the formal standard, and included as an enclosure to the 96XX NOBC request. Enclosure (4) illustrates a sample letter to document course or experience equivalency. CNO (N2R) will evaluate requests for equivalent credit on a case-by-case basis.

f. Non-96XX NOBCs. Some NRIP officer billets are coded with NOBCs other than 96XX. Per reference (a), requests for non-96XX NOBCs must be submitted to the Commanding Officer, Naval Reserve Personnel Center (Code N512) via the appropriate reserve technical manager as outlined in reference (a) Chapter 9, Figure 9-3. See reference (c) for descriptions of non-96XX NOBCs.

R. B. PORTERFIELD
Director of Naval Intelligence

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3 Jan 2003

SAMPLE FORMAT FOR REQUESTING NOBC 9600 CERTIFICATION

1211
Ser
Date

From: Commanding Officer, NR JICPAC 0571
To: Chief of Naval Operations (N2R), National Maritime
Intelligence Center (RM 3A104), 4251 Suitland Road,
Washington DC 20395-5720
Via: Reserve Intelligence Area Commander, Area _____
Subj: REQUEST FOR NAVY OFFICER BILLET CLASSIFICATION (NOBC)
9600 CERTIFICATION
Ref: (a) OPNAVINST 1001.

1. Request NOBC 9600 be granted to Lieutenant John A. Smith,
USNR-R, 123-45-6789/9999. I certify that all requirements of
reference (a) have been met as set forth below:

<u>Requirements</u>	<u>Date of Completion</u>	<u>Method/School/Gaining Command</u>
BRIT Modules	30 Mar 99	RIA XX BRIT Program/ BRIT waived CNO N2R ltr of 1 Jun 95
NIOBC-RES CIN J-3A-2979	30 Mar 00	FITCPAC, SAN DIEGO, CA
12 months in NRIP Unit	30 Mar 99	Describe specific intel production involvement.
Commission Plus 12 months	30 May 98	USNA/ROTC/OCS/DIRCOM/LDO
Correspondence NAVEDTRA 14210	15 Jun 99	Introduction to Department of the Navy Information and Personnel security Program
Current SSBI	01 Jun 99	

Enclosure (1)

OPNAVINST 1001.25
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1. Lieutenant Smith is assigned to billet RBSC _____, ABSC _____, requiring NOBC _____.

T. M. COMMANDER

Copy to:
LT Smith

Enclosure (1)

OPNAVINST 1001.25
3 Jan 2003

SAMPLE FORMAT FOR RIAC ENDORSEMENT

1211
Ser
Date

FIRST ENDORSEMENT on NR JFIC 1986 ltr 1211 Ser 0001 of 10 Apr 01

From: Reserve Intelligence Area Commander, Area ___
To: Chief of Naval Operations (N2R), National Maritime
Intelligence Center (RM 3A104), 4251 Suitland Road,
Washington DC 20395-5720

Subj: REQUEST FOR NAVY OFFICER BILLET CLASSIFICATION (NOBC 96XX)
CERTIFICATION

Ref: (a) OPNAVINST 1001.

1. Forwarded, recommending approval.
2. I certify the accuracy of the basic request and concur with the satisfaction of qualification standards as specified in reference (a).

I. M. OIC
By direction

Copy to:
NR JFIC 1986

Enclosure (2)

OPNAVINST 1001.25
3 Jan 2003

SAMPLE FORMAT FOR REQUESTING NOBC 96XX CERTIFICATION
FOR FORMER ACTIVE DUTY INTELLIGENCE OFFICERS

1211
Ser
Date

From: Reserve Intelligence Area Commander, Area ____
To: Chief of Naval Operations (N2R), National Maritime
Intelligence Center (RM 3A104), 4251 Suitland Road,
Washington DC 20395-5720

Subj: REQUEST FOR NAVY OFFICER BILLET CLASSIFICATION
(NOBC 96XX) CERTIFICATION

Ref: (a) OPNAVINST 1001.

1. Per reference (a), request NOBC 96XX be granted to Lieutenant John A. Smith, USNR-R, 123-45-6789/1635. Lieutenant Smith served on active duty as an intelligence officer from ____ to ____ and completed the Naval Intelligence Officer Basic Course (NIOBC) on ____.
2. Lieutenant Smith is assigned to billet RBSC ____, ABSC ____, requiring NOBC ____.

I. M. OIC
By direction

Copy to:
LT Smith

Enclosure (3)

OPNAVINST 1001.25
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SAMPLE FORMAT FOR AT/PROJECT WORK EQUIVALENCY
CERTIFICATION

From: Commanding Officer, Gaining Command
To: Commanding Officer, NR ONI 0166

Subj: ANNUAL TRAINING/PROJECT WORK EQUIVALENCY CERTIFICATION

Ref: (a) OPNAVINST 1001.

1. Lieutenant John A. Smith, USNR-R, 123-45-6789/1635 completed 12 days annual training at this command on (date). Per reference (a), paragraph 5e, he received on-the-job training that, combined with his previous unit project work of at least six months, is equivalent to that which would be gained by one-year participation in reserve drill weekend project work.

T. M. COMMANDER
By direction

Copy to:
LT Smith

Enclosure (4)