



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

IN REPLY REFER TO
OPNAVINST 1223.1B
NODAC
16 August 1993

OPNAV INSTRUCTION 1223.1B

From: Chief of Naval Operations

Subj: NAVY ENLISTED OCCUPATIONAL CLASSIFICATION SYSTEM (NEOCS)

Ref: (a) NAVPERS 15560C, Naval Military Personnel Manual
(b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and
Personnel Classifications and Occupational Standards
(c) OPNAVINST 1000.16G

Encl: (1) Glossary: Terms Frequently Associated with the Navy
Enlisted Occupational Classification System
(2) Rating Structure Control and Responsibility
(3) NEC Control and Responsibility
(4) NEOCS Board Overview

1. Purpose. To identify responsibilities and requirements for development, control, maintenance, and review of the Navy Enlisted Occupational Classification System (NEOCS). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1223.1A.

3. System Definition. NEOCS is the method the Navy uses to identify enlisted personnel skills and the requirements associated with these skills. The system forms the basis for actions taken concerning enlisted personnel planning, manpower management, procurement, training, promotion, distribution, assignment, and mobilization. See enclosure (1) for common terms used in conjunction with NEOCS.

4. Background. NEOCS consists of (1) the Enlisted Rating Structure and (2) its supplement, the Navy Enlisted Classification (NEC) structure. Special qualifications further complement both the Enlisted Rating Structure and NEC structure. These special qualifications, found in reference (a), identify and define requirements for specialized mission areas which cross broad occupational fields, e.g., submarine qualifications.



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a. The Enlisted Rating Structure consists of ratings (general, service, emergency) and rates (paygrades) that provide a framework for enlisted career development and advancement from paygrades E-1 through E-9. The Enlisted Rating Structure is the primary administrative means for classifying, identifying, and reporting enlisted personnel. The Enlisted Rating Structure provides for:

(1) A single, integrated structure for the regular Navy and Naval Reserve. This structure serves both peacetime and wartime needs and eliminates the need for extensive expansion and conversion of the classification system upon mobilization.

(2) Specialization at appropriate levels in order to meet expanding technology, reduce training time, and improve the use of first enlistment personnel.

(3) Senior petty officers with broad military and technical qualifications.

b. The NEC structure supplements the Enlisted Rating Structure by identifying a non-rating wide skill/knowledge/aptitude/qualification that must be documented to identify both people and billets for management purposes. Volume II of reference (b) contains a more detailed explanation of the NEC structure.

5. Responsibilities Associated with NEOCS

a. Under Title 10 U.S.C. 6013, the Secretary of the Navy may establish or disestablish enlisted grades and ratings as necessary for the proper administration of the Navy and Marine Corps.

b. The Deputy Chief of Naval Operations (DCNO) (Manpower and Personnel) (MP) (N1) is the principal advisor to the Chief of Naval Operations (CNO) on manpower and personnel (MP) policy matters in consonance with the programming and appraisal of Navy's total force MP programs. N1 approves service ratings and NEOCS policy and systems control guidance.

c. The Chief of Naval Personnel (CHNAVPERS) manages and administers the NEOCS structure to provide a basis for manpower and personnel management and administration in the Navy.

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d. Enclosures (2) and (3) outline responsibilities of various organizational elements within the Office of the Chief of Naval Operations (OPNAV) and the Bureau of Naval Personnel (BUPERS) for NEOCS matters, including the enlisted rating and NEC structures.

e. Reference (c) outlines responsibilities for rating and NEC code primary and technical advisors.

6. Navy Enlisted Occupational Classification System (NEOCS) Board

a. The NEOCS Board assists CNO and CHNAVPERS in policy guidance and system control for NEOCS. The NEOCS Board consists of permanent members representing organizational elements involved in their respective areas of enlisted personnel and manpower management.

b. The NEOCS Board serves as the central control point for changes to the enlisted occupational classification system. It reviews change proposals in terms of overall system direction and makes recommendations as appropriate. The Board authorizes administrative actions which change enlisted rating and NEC structures. Enclosure (4) is an overview of the NEOCS Board objectives, authority, and composition.

7. System Change. Volumes I and II of reference (b) provide guidelines for establishing or changing an enlisted rating and for effecting changes to the NEC coding system.

8. Changes. Submit changes to this instruction via the Executive Secretary, NEOCS Board for staffing to permanent board members.

9. Report. The reporting requirement contained in enclosure (3) is exempt from reports control by SECNAVINST 5214.2B.



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GLOSSARY: TERMS FREQUENTLY ASSOCIATED WITH THE NAVY ENLISTED OCCUPATIONAL CLASSIFICATION SYSTEM

a. Ratings (General, Service, Emergency) are broad enlisted career fields which identify occupational specialties that encompass related aptitudes, training, experience, knowledge, and skills for the purpose of career development and advancement.

b. General Ratings identify personnel from paygrades E-4 through E-9. They provide the primary means of identifying billet requirements and personnel qualifications. Each rating has a distinctive rating badge. Some ratings combine at paygrade E-8 or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes of authority and responsibility, e.g., combination of Senior Chief Utilitiesman (UTCS) and Senior Chief Construction Electrician (CECS) to form the Master Chief Utilitiesman (UCCM). When ratings combine at paygrade E-8 or E-9, personnel wear the rating identification worn at paygrade E-7, e.g., the Master Chief Constructionman (CUCM) advanced from Senior Chief Steelworker (SWCS) wears the SW rating insignia.

c. Service Ratings are subdivisions of certain general ratings. They identify required specialization and specific areas of qualifications in the utilization and training of personnel. Service ratings permit optimum utilization of personnel and economy of training. The rating badge for a service rating is the same as that for the general rating; e.g., Aviation Boatswain's Mate (AB) is a general rating with three associated service ratings: Aviation Boatswain's Mate (Launching and Recovery Equipment) (ABE), Aviation Boatswain's Mate (Fuels) (ABF), and Aviation Boatswain's Mate (Aircraft Handling) (ABH).

d. Emergency Ratings identify career fields encompassing wartime skills or qualifications which do not require identification in peacetime. Currently, there are no emergency ratings.

e. Rating Scope is a brief statement of the occupational content of general and service ratings. The scope is all encompassing and includes responsibilities normal to the rating.

f. Rates identify personnel occupationally by paygrades E-1 through E-9 and reflect levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates subdivide

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into three groups: general rates (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6) and chief petty officers (E-7 through E-9).

(1) General Rates are apprenticeships assigned to personnel at paygrades E-1 through E-3 to indicate their eligibility for entry into various ratings. These apprenticeships are: Seaman (SN), Fireman (FN), Airman (AN), Constructionman (CN), Hospitalman (HN), and Dentalman (DN).

(2) Petty Officers (Paygrades E-4, E-5, and E-6) are the technicians and work managers within ratings who possess increasing degrees of skill, responsibility, and authority as they advance in paygrade. Petty officers are capable of accomplishing tasks normal to their rating and paygrade and they provide the "hands on" skills required to maintain, repair, and operate systems and subsystems.

(3) The Chief Petty Officer (CPO) (Paygrade E-7) is the technical authority, expert, and supervisor within a rating. The CPO is capable of accomplishing and supervising all tasks normal to a rating using technical expertise. The CPO provides the direct supervision, instruction, and training of lower-rated personnel.

(4) The Senior Chief Petty Officer (SCPO) (Paygrade E-8) is the senior technical supervisor within a rating or occupational field with primary responsibilities for supervising and training enlisted personnel oriented to system and subsystem maintenance, repair, and operation. Based on wide-ranging experience and specialized training, the SCPO provides the command with a higher level of technical and managerial expertise than is expected at the E-7 level.

(5) The Master Chief Petty Officer (MCPO) (Paygrade E-9) is the senior enlisted petty officer in the United States Navy. As such, the MCPO has special command trust and confidence extending to administrative and managerial functions involving enlisted personnel. Based upon experience, proven performance, and technical knowledge necessary for advancement to the highest enlisted grade, MCPOs hold the senior enlisted positions within a command and contribute to forming, as well as implementing, policy within their occupational field or across the full Navy rating spectrum.

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g. Naval Standards are standards that generally express the non-rating specific knowledge requirements for enlisted personnel in paygrades E-2 through E-9, e.g., all E-6 personnel must know how to prepare enlisted performance evaluations.

(1) Naval standards form the basis for implementing and supporting actions for recruit training, military requirements training, and advancement.

(2) Naval standards are knowledge statements which assist enlisted personnel, commanding officers, and personnel managers in identifying the basic military requirements for enlisted personnel in paygrades E-2 through E-9.

(3) Naval standards express requirements for knowledge and abilities in which individuals must be proficient even though their present duty assignment may not require the use of that knowledge or those abilities. Enlisted personnel must demonstrate their attainment of knowledge described by a naval standard as part of the advancement process.

(4) The more routine knowledge requirements described by naval standards are at the lower paygrades. Those knowledge statements requiring additional experience or involving supervision are at progressively higher paygrades.

(5) Naval standards may include, at the appropriate paygrades, specific knowledge requirements in the areas of security and safety.

h. Occupational Standards (OCCSTDs) are standards that express the Navy's minimum requirements for enlisted occupational skills established by manpower and personnel managers. They form the basis for implementing and supporting actions for personnel training, advancement, and distribution.

i. Navy Enlisted Classification (NEC) codes identify a non-rating wide skill/knowledge/aptitude/qualification that must be documented to identify both people and billets for management purposes.

RATING STRUCTURE CONTROL AND RESPONSIBILITY

1. Policy Control

a. The Assistant Chief of Naval Personnel (ACNP) for Military Personnel Policy and Career Progression (Pers-2) is responsible for NEOCS policy guidance and system control as the Chairperson of the NEOCS Board.

b. Pers-2 also develops and monitors policies concerning military personnel programs dealing with enlisted professional development, use, and overall career force maintenance.

2. Management Control. The Bureau of Naval Personnel Detachment, Navy Occupational Development and Analysis Center (NODAC) maintains and administers the enlisted rating structure. NODAC also is the point of contact for development of NEOCS policy guidance and system control. NODAC is responsible for:

a. Reviewing all recommendations for changes to the Enlisted Rating Structure (add, delete, revise enlisted ratings/service ratings).

b. Reviewing and evaluating recommendations for additions, deletions, or revisions to reference (b).

c. Conducting occupational task analyses and special studies to assess the effectiveness of enlisted Occupational Standards (OCCSTDs).

d. Conducting surveys of current enlisted OCCSTDs to ensure that these standards reflect requirements for effective personnel administration.

e. Developing the scope and OCCSTDs for new ratings and revising the scope and OCCSTDs for existing ratings in conjunction with resource sponsors, primary and technical rating advisors, Enlisted Community Managers (ECMs), and the fleet.

f. Serving as CHNAVPERS representative in coordinating proposed enlisted OCCSTDs for new ratings and changes to current ratings with the Chief of Naval Education and Training (CNET).

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g. Coordinating the review of proposed enlisted OCCSTDs for new ratings, and changes to standards of current ratings prior to forwarding to CHNAVPERS for approval.

h. Developing and issuing notices on new ratings and occupational classification structure changes.

i. Controlling the enlisted OCCSTDs development and publication of reference (b).

j. Coordinating with the ACNP for Information Systems Management (Pers-10) to ensure timely entry of approved rate/rating changes in the N1 MP Data/Information Resource Directory and in the active Manpower and Personnel Information Systems (MAPIS) using a Data Processing Service Request (DPSR), or other means.

k. Coordinating with the ACNP for Naval Reserve Personnel Management (Pers-9) to ensure timely entry of rate/rating changes in Inactive Manpower and Personnel Management Information System (IMAPMIS). (See paragraph 3g)

l. Ensuring that reference (b) incorporates any special physical requirements for Navy ratings/occupations developed by Bureau of Medicine and Surgery (BUMED).

m. Providing administrative support to the Chairperson, NEOCS Board and conducting the day-to-day business of the Board.

n. Reviewing, assessing, and evaluating the NEOCS for completeness and recommending policy changes, as necessary, to support an efficient and effective structure and system.

o. Conducting systematic reviews of the enlisted occupational rating structure to assess the scope, OCCSTDs, Navy Enlisted Classification (NEC) codes, and special qualifications to develop initial recommendations for improvement.

p. Verifying rating data contained in Navy Training Plans (NTPs) or used in conjunction with Hardware/Military Manpower Integration (HARDMAN) methodology.

3. Coordinators for Rating Standards. The following paragraphs address the responsibilities of staff coordinators for matters pertaining to proposed rating standards.

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a. Director of Naval Training (N7) is responsible for:

(1) Ensuring that OCCSTDs are adequately and accurately reflected in training requirements through the Navy Training Requirements Review (NTRR) process (OPNAVINST 1500.69 (NOTAL)).

(2) Reviewing proposed enlisted OCCSTDs for new ratings and changes to standards for current ratings for impact on training.

(3) Coordinating the review and assessment of training issues associated with the Enlisted Rating Structure.

b. Director, Information Resources Management Office (Pers-09) is responsible for providing policy and guidance, as required, to data maintenance organizations in the execution of rate/rating changes.

c. The ACNP for Military Personnel Policy and Career Progression (Pers-2) is responsible for:

(1) Reviewing all proposed enlisted OCCSTDs for new ratings and changes to standards for current ratings for adequacy and accuracy as related to rating development and the health and welfare of present and proposed ratings.

(2) Reviewing proposed enlisted OCCSTDs for new ratings and changes to standards for current ratings to ensure accuracy in relationship to chief warrant officer and limited duty officer structures.

(3) Reviewing proposed enlisted OCCSTDs for new ratings and changes to standards of current ratings for adequacy as related to enlisted plans for training and advancement.

(4) Reviewing proposed enlisted OCCSTDs for adequacy and accuracy as related to selection of accessions and classification.

(5) Reviewing all proposed enlisted OCCSTDs for new ratings and changes to standards of current ratings for adequacy and accuracy as related to reserve requirements, recruiting, and advancement.

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(6) Issuing appropriate changes to the Advancement Manual, BUPERSINST 1430.16D, in consonance with approved changes for new ratings and changes to standards of current ratings.

(7) Incorporating changes in the rating structure that affect advancement examinations for specific cycles into appropriate directives.

d. The ACNP for Distribution (Pers-4) is responsible for reviewing all enlisted OCCSTDs for ratings for adequacy and accuracy as related to selection of accessions, classification, and distribution of enlisted personnel.

e. The ACNP for Total Force Programming and Manpower (Pers-5) is responsible for:

(1) Reviewing proposed enlisted OCCSTDs for use in enlisted billet authorizations for adequacy and accuracy.

(2) Coordinating with NODAC, Pers-4, and Pers-10 through DPSRs or other means to ensure implementation of rate/rating changes in the Total Force Manpower Management System (TFMMS).

f. The ACNP for Personal Readiness and Community Support (Pers-6) is responsible for reviewing all proposed enlisted OCCSTDs for new ratings and changes to standards for current ratings to ensure adequacy in equal opportunity standards.

g. The ACNP for Naval Reserve Personnel Management (Pers-9) is responsible for coordination with Naval Reserve Personnel Center (NAVRESPERSCEN) to ensure that NAVRESPERSCEN:

(1) Manages the development, implementation, and maintenance of application software to process and maintain rate/rating data in IMAPMIS per established specifications.

(2) Manages operations that support the processing and maintenance of rate/rating data in IMAPMIS.

(3) Ensures continuity of rate/rating processing and maintenance relative to new enhanced equipment acquisitions and/or systems developments in IMAPMIS.

(4) Assesses impact of rate/rating changes on IMAPMIS data bases, files, programs, and interfaces.

(5) Provides resource estimates and estimated release dates for implementation of rate/rating proposals.

h. The ACNP for Information Systems Management (Pers-10) is responsible for:

(1) Prioritizing the development, implementation, and maintenance of application software to process and maintain rate/rating data in active MAPIS per established specifications.

(2) Ensuring the continuity of rate/rating processing and maintenance relative to new or enhanced equipment acquisitions and/or systems developments in MAPIS.

(3) Assessing impact of rate/rating changes on MAPIS data bases, files, programs, and interfaces.

(4) Coordinating with Commander Naval Reserve Force (COMNAVRESFOR) to ensure implementation of rate/rating changes in the Reserve Training Support System (RTSS).

(5) Ensuring entry of rate/rating changes in the N1 MP Data/Information Resource Directory.

(6) Ensuring entry of applicable rate/rating changes to MAPIS data bases, files, and programs.

(7) Approving plans and monitoring execution for validating rate/rating data.

(8) Ensuring the coordination of rate/rating changes between active (MAPIS) and inactive (IMAPMIS) data bases, files, and interfaces.

(9) Providing comments and recommendations for implementation of rate/rating changes based upon impact to MAPIS and IMAPMIS.

i. Rating Primary and Technical Advisors as designated in Volume I of reference (b) assist CNO and CHNAVPERS in executing their responsibilities with regard to enlisted manpower and personnel. Enlisted rating advisors are designated from among the Deputy Chiefs of Naval Operations, systems commanders, and

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heads of other offices as required. Each rating is assigned a primary advisor and, if necessary, a technical advisor to provide operational and technical expertise in the occupational areas in which a rating is involved. For additional information, see article 407 of reference (c).

(1) Primary Advisor. The primary advisor is that command or office having primary responsibility for the functional or mission area within which a rating is principally employed. When necessary, this may be shared responsibility with another primary advisor. The primary advisor is concerned with all aspects of the rating and associated OCCSTDs.

(2) Technical Advisor. The technical advisor is that command or office having cognizance over the technical areas in which a rating is principally involved. The technical advisor is concerned with manpower/weapon system relationships, development of OCCSTDs, and training requirements related to technical aspects of the rating.

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NEC CONTROL AND RESPONSIBILITY

1. Management Control. NODAC manages the NEC structure and is responsible for:
 - a. Controlling, monitoring, and revising Volume II of reference (b).
 - b. Coordinating development, maintenance, and changes to NEC codes.
 - c. Monitoring the automatic awarding of NEC codes through Navy training courses in coordination with the Navy Integrated Training Resource and Administration System (NITRAS).
 - d. Developing specifications to afford maximum utilization of MAPIS capabilities for the processing of NECs and optimum use of NEC data in statistical reports and inventories.
 - e. Conducting, on a continuing basis, a review of the NECs for currency and total force need.
 - f. Coordinating with Pers-10 to ensure entry of NEC changes in the N1 MP Data/Information Resource Directory.
 - g. Coordinating with Enlisted Personnel Management Center (EPMAC) when developing plans to perform validation of NEC data.
 - h. Coordinating with Pers-10, through a Data Processing Service Request (DPSR) or other means, to ensure timely entry of NEC changes in MAPIS.
 - i. Coordinating with Pers-9 to ensure timely entry of NEC changes in IMAPMIS. (See paragraph 2f)
 - j. Revising and validating the accuracy of the NEC Standard Table data base.
 - k. Providing administrative support to the NEOCS Board for NEC matters.
 - l. Staffing NEC structure changes through NEOCS Board members.

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m. Providing a quarterly status report to the Chairperson of the NEOCS Board.

n. Coordinating with Pers-5 to ensure timely entry of NEC changes in TFMMS.

2. Coordinators for matters pertaining to NECs. The following paragraphs address the responsibilities of staff coordinators on matters pertaining to NEC proposals.

a. Director of Naval Training (N7) is responsible for:

(1) Providing comments and recommendations on NEC proposals with regard to impact on training plans and policy, particularly on resource constraints and the Student Individuals Account.

(2) Coordinating the review assessment of training issues associated with the NEC structure.

b. Director, Information Resources Management Office (Pers-09) is responsible for providing policy and guidance to data maintenance organizations in the execution of NEC changes.

c. The ACNP for Military Personnel Policy and Career Progression (Pers-2) is responsible for:

(1) Providing comments and recommendations on NEC proposals.

(2) Initiating NEC proposals/recommendations when required for effective rating management.

(3) Reviewing NEC proposals/recommendations impact on Limited Duty Officer/Chief Warrant Officer communities.

(4) Reviewing NECs for cancellation when no longer required.

(5) Using NEC data as it is applicable in approved enlisted training plans and advancement plans.

(6) Reviewing requests to waive NEC award requirements and removal of NECs, as appropriate.

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d. The ACNP for Distribution (Pers-4) is responsible for providing comments and recommendations on NEC proposals.

e. The ACNP for Total Force Programming and Manpower (Pers-5) is responsible for:

(1) Providing comments and recommendations on requests for NEC changes.

(2) Coordinating with NODAC, Pers-4, and Pers-10 through DPSRs or other means to ensure timely entry on NEC changes in TFMMS.

f. The ACNP for Naval Reserve Personnel Management (Pers-9) is responsible for effecting coordination with NAVRESPERSCEN to ensure that NAVRESPERSCEN:

(1) Manages the development, implementation, and maintenance of application software to process and maintain NEC data in IMAPMIS per established specifications.

(2) Manages hardware operations that support the processing and maintenance of NEC data in IMAPMIS.

(3) Ensures the continuity of NEC processing and maintenance relative to new or enhanced equipment acquisitions or systems developments in IMAPMIS.

(4) Assesses the impact of NEC changes on IMAPMIS data bases, files, programs, and interfaces.

(5) Provides resource estimates and estimated release dates for implementation of NEC proposals.

g. The ACNP for Information Systems Management (Pers-10) is responsible for:

(1) Prioritizing the development, implementation, and maintenance of application software to support NEC data in active MAPIS per established specifications.

(2) Ensuring the continuity of NEC processing and maintenance relative to new or enhanced equipment acquisitions or systems developments in MAPIS.

(3) Maintaining the current NEC Standard Table data base.

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(4) Assessing the impact of NEC changes on MAPIS data bases, files, programs, and interfaces.

(5) Coordinating with COMNAVRESFOR to ensure implementation of NEC changes in the Reserve Training Support System (RTSS).

(6) Providing resource estimates and estimated release dates for implementation of NEC proposals.

(7) Ensuring timely entry of NEC changes in the N1 MP Data/Information Resource Directory.

(8) Establishing priorities and ensuring timely entry of NEC changes to MAPIS data bases, files, related programs, and interfaces per estimated resources and release dates.

(9) Approving plans and monitoring execution for validating NEC data.

(10) Ensuring the coordination of NEC changes between active (MAPIS) and inactive (IMAPMIS) data bases, files, programs, and interfaces.

(11) Providing comments and recommendations for implementation of NEC changes based upon impact to MAPIS and IMAPMIS systems and interfaces.

h. EPMAC, in coordination with Pers-4, is responsible for effective utilization of NEC information in the distribution, placement, and detailing of personnel. Responsibilities include:

(1) Assigning NECs that personnel earn through on-the-job training or where not otherwise reported via NITRAS.

(2) Processing requests for removal of existing NECs from the Enlisted Master Record (EMR) in conjunction with Enlisted Plans and Career Management Division (Pers-22).

(3) Coordinating requests to waive NEC award requirements with the cognizant Pers-2 Enlisted Community Managers, as appropriate.

i. NEC Primary and Technical Advisors as designated in Volume II of reference (b) assist CNO and CHNAVPERS in executing their responsibilities with regard to enlisted manpower and

personnel. Enlisted NEC advisors are designated from among the Deputy Chiefs of Naval Operations, systems commanders, and heads of other offices as required. NEC codes, including special series codes, are assigned a primary advisor and, if necessary, a technical advisor to provide operational and technical expertise in the occupational areas in which an NEC is involved. For additional information see article 407 of reference (c).

(1) Primary Advisor. The primary advisor is that command or office having primary responsibility for the functional or mission area within which an NEC is principally employed. When necessary, this may be shared responsibility with another primary advisor. The primary advisor is concerned with all aspects of associated NECs.

(2) Technical Advisor. The technical advisor is that command or office having cognizance over the technical areas in which an NEC is principally involved. The technical advisor is concerned with manpower/weapon system relationships, and training requirements related to technical aspects of the NEC.

j. Resource Sponsor. Resource sponsors assist N1 and CHNAVPERS in executing their responsibilities with regard to enlisted manpower and personnel and have overall technical cognizance and resource responsibility for the respective warfare/specialty area.

NEOCS BOARD OVERVIEW

1. Board Objectives

- a. Review NEOCS as an integrated structure.
- b. Ensure the effectiveness of the enlisted occupational classification system.
- c. Provide optimum support for the operating forces.
- d. Maintain the structure and system to meet the technological, operational, and personnel management advances as they occur and to enhance the career planning for enlisted personnel.
- e. Provide an accurate base of occupational structures for personnel planning for mobilization.
- f. Provide continuing review of the enlisted occupational classification system to improve manpower utilization.

2. Board Authority

a. Enlisted Rating Structure

(1) Since changes to the Enlisted Rating Structure can have a dramatic effect on the Navy and enlisted community, each change requires detailed analysis to evaluate the impact on manpower, personnel, and training programs. Therefore, members will review change proposals in-depth and make appropriate recommendations on such actions concerning addition, deletion, or revision to the enlisted rating structure.

(2) The NEOCS Board formally reviews all proposals for addition, deletion, or revision to the Enlisted Rating Structure. The Executive Secretary forwards proposed changes to general ratings with supporting data via the chain of command to the CNO for review, and then to the Secretary of the Navy for approval. N1 approves changes in service ratings.

b. Navy Enlisted Classification (NEC). The NEOCS Board administratively reviews NEC proposals. If sound, and there is a

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consensus of the Board, the Executive Secretary will approve NECs and publish the NECs in reference (b).

c. Disapproval of Proposals. In the event the Board recommends disapproval of any proposal, the sponsor may pursue the change further. In the case of administrative disapproval, the sponsor may request a formal board meeting. In the event the Board recommends disapproval, the sponsor may elect to pursue the recommendation by forwarding a written opinion to N1, in conjunction with the Board's record of proceedings, for resolution.

d. Supporting Data

(1) The Board will request research on proposals when undertaking analyses/studies of changes intended to improve the rating or NEC structures. Assistance may include study of the feasibility of establishing general or service ratings, development of tentative occupational standards, determination of the need for changes to the rating structure, and determination of alternative ways of satisfying the problems through administrative rather than structure changes. Supporting data should also include special attention to the requirements imposed upon shipboard personnel by new technologies, impact on MAPIS and IMAPMIS systems, and resource requirements for implementation.

(2) Additionally, the Board will request information from divisions in the Office of the Chief of Naval Operations, Bureau of Naval Personnel, other offices and commands of the Navy Department, fleet units, and shore activities to ensure that conclusions include complete information and consider the needs of the total force.

3. Board Composition

a. The Chairperson, Pers-2, is spokesperson for the Board and presides over formal Board meetings. In the event of the nonavailability of the Chairperson, the alternate Chairperson, Pers-4, followed by the Executive Secretary will serve as Chairperson and will have full authority as the Chairperson.

b. The Executive Secretary (Officer in Charge, NODAC) provides administrative support for the Board and is responsible for:

(1) Keeping the Chairperson advised of proposals under consideration by the Board.

(2) Ensuring all proposals to change the Enlisted Rating Structure, and when necessary the NEC structure, are ready for presentation to the Board.

(3) Providing each Board member a copy of all materials relating to proposals to be reviewed by the Board. Board members receive this material in advance of meetings to afford each member the opportunity to become familiar with the issue under review.

(4) Providing alternative means of accomplishing a proposal's objective, if feasible.

c. The Recorder is responsible for recording formal meetings of the Board, conducting administrative staffing, and maintaining a historical record of its deliberations.

d. The Executive Committee consists of Pers-2, Pers-4, and Pers-5 and is responsible for reviewing structure changes proposed by the formal Board for policy direction. Additionally, the Executive Committee reviews recommended changes to NEOCS policy prior to presentation to N1 for approval.

e. The NEOCS Board is a permanent standing group with membership from the following organizations:

N095	Pers-2
N4	Pers-4
N6	Pers-5
N7	Pers-9
N12	CINCPACFLT
N86	CINCLANTFLT
N87	CNET
N88	
* N093 (BUMED)	* COMNAVFACECOM
* N16	* COMNAVSEASYSOM
* COMNAVAIRSYSOM	* COMNAVSUPSYSOM
* COMNAVCOMTELCOM	* COMSPAWARSYSOM

*Members as designated for attendance based on topic under review.

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(1) Membership consists of a designated Board member and a designated alternate member who have the authority to speak for their parent organization. (Alternate members serve only in the absence of the permanent members and have the full authority of the permanent member.) NODAC maintains a current listing (available upon request) of Board members and alternate members.

(2) Rating advisors, when other than designated above, may serve as members for issues under their cognizance, as requested.

(3) Organizations may change members by notifying the Executive Secretary in writing, but these changes must remain at a minimum to maintain stability on the Board.

4. Board Meetings

a. The Executive Secretary schedules formal meetings of the Board as needed.

b. Permanent members (or alternates) must attend each formal meeting of the Board since NEOCS issues are normally complex. Members may invite individuals who have expertise in the subject area under review to assist in the decision process, but these individuals will not have formal status. Members must notify the Executive Secretary in writing when non-Board members will attend. The Master Chief Petty Officer of the Navy (Pers-00D) also attends meetings (by invitation) to provide background material to the Board.

c. After discussion, the Chairperson determines the majority position of the membership. The Executive Secretary, with the assistance of the Recorder, prepares the Board's recommendations for review by the Executive Committee. The Executive Secretary also submits written dissenting opinions, if desired by the minority, along with the Board's recommendations and rationale for action.

d. When the Executive Committee recommends NEOCS policy or rating structure changes, the Executive Secretary forwards the recommendation under the signature of the Chairperson to DCNO(MP) for approval, concurrence, or additional action, as required.

e. The Executive Secretary will request a sponsor from the appropriate primary rating advisor to provide technical expertise for the development of recommendations. The sponsor, with the

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assistance of the Recorder, prepares basic data required concerning the proposal. The sponsor also prepares additional information, as required. Such basic data preparation includes the information indicated in reference (b).

5. Implementation of Approved Changes

a. The Recorder assists the Executive Secretary in preparing such documents as may be necessary to announce and implement changes and administrative actions.

b. The Recorder monitors the implementation status of proposals to ensure that milestones (release dates) are achieved on a timely basis. The Recorder prepares changes necessary to implement the approved programs.

6. Administrative Actions

a. The Executive Secretary staffs recommendations to change or cancel existing NEC codes and effects necessary administrative changes to the NEC Manual without referral to the Board.

b. The Executive Secretary staffs all proposals to establish new NECs through the NEOCS Board. The Executive Secretary administratively requests concurrence or non-concurrence from the Board on proposals to establish a new NEC in lieu of a formal Board session. The Executive Secretary bases the resolution of the proposal on the results of these written comments. Administrative handling does not negate the need for thorough and accurate review.