

NEC FAQs

Top

1. [Who do I contact for ESR corrections?](#)
2. [What form do I use to submit an NEC request and where can I obtain it from?](#)
3. [I earned an NEC and can't find it in FLTMP5 ETJ.](#)
4. [I used to hold a NEC and it is no longer in my ETJ. How can I get it back?](#)
5. [How long will it take to process my PERS-4013 1221/6?](#)
6. [Where are requests for Nuclear NECs submitted?](#)
7. [Where are requests for SELRES personnel submitted?](#)
8. [What is the award process for NEC 724B/NEC 770B?](#)
9. [Who has to sign the NEC Change Request Form for removals?](#)
10. [What kind of documentation is required for the removal of a NEC?](#)
11. [How do I change/remove a member's DNEC?](#)
12. [Do I need to provide any documentation for OJT awardable NECs?](#)
13. [How often is the NEC Manual updated?](#)
14. [How do I obtain a copy of the latest NEC manual?](#)
15. [Do I need to submit a request to have any NECs removed upon rating conversion?](#)
16. [I am a Hospital Corpsman and I want to remove my NEC, who do I contact?](#)

NEC FAQs

1. *Who do I contact for ESR corrections?*

Enlisted Summary Record (ESR) or what is now called Performance Summary Record (PSR) can be obtained by contacting PERS-4013: COMM: (901) 874-4465 FAX: (901)874-2027 DSN: 882-4465 EMAIL: mill_nec_request@navy.mil

[Back to Top](#)

2. *What form do I use to submit an NEC request and where can I obtain it from?*

The NAVPERS 1221/6 can be used to request award, removal or waiver. If a removal is requested, it must be signed by the Commanding Officer. Removals and most requests for a waiver are sent to the Enlisted Community Manager (ECM) for approval. NAVPERS 1221/6 can be downloaded from our website. Once completed, it can be faxed, mailed or sent via e-mail to our department. If your course of Instruction (COI) is not listed in the Fleet Training & Management and Planning System (FLTMPS) or the Electronic Training Jacket (ETJ) within FLTMPS, you will need to attach a completed COI certificate with your request.

[Back to Top](#)

3. *I earned an NEC and can't find it in FLTMPS ETJ.*

FLTMPS and ETJ within FLTMPS is an online data warehouse, which holds information about a Sailors record. Updates are performed at different periods from different data sources. FLTMPS downloads from the Enlisted Master File (EMF) on Friday of each week. FLTMPS then processes the data in to various screens that takes a couple more weeks before it can be viewed online. If you have just recently been awarded an NEC, and it was posted in the EMF prior to Friday the week submitted, it should show up in FLTMPS within a couple weeks. The EMF is the source data file within the Enlisted Assignment Information System (EAIS) that Rating Detailers use to issue transfer orders. EAIS is updated every night.

[Back to Top](#)

4. *I used to hold a NEC and it is no longer in my ETJ. How can I get it back?*

In most cases, you probably have now earned a primary NEC. Per NAVPERS 18068F (NEC Manual), once a primary NEC is awarded, the Component NEC is removed. This Primary NEC incorporates the component NEC requirements.

[Back to Top](#)

NEC FAQs

5. *How long will it take to process my PERS-4013 1221/6?*

Usually within 3 working days for normal NEC requests. Requests for waiver of COI with On Job Training (OJT), turnaround time could be as little as 3 days or as long as 6 weeks.

[Back to Top](#)

6. *Where are requests for Nuclear NECs submitted?*

Requests for Nuclear NECs should be submitted directly to Naval Personnel Command, N133D at the following address:

DCNO (M&P)
ATTN N133D2
2 NAVY ANNEX
WASHINGTON DC 20370-0133
PHONE: DSN 225-3301

Or the following email address: bullnuke@navy.mil

[Back to Top](#)

7. *Where are requests for SELRES personnel submitted?*

NEC requests for SELRES Personnel should be submitted to:

COMMANDING OFFICER
PERS 4013 NEC MGMT SECTION
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3340
COMM: (901) 874-4465 FAX: (901)874-2027
DSN: 882-4465
EMAIL: mill_nec_request@navy.mil (Encrypt email)

[Back to Top](#)

8. *What is the award process for NEC 724B/NEC 770B?*

Requests for NECs 770B and 724B need to be submitted with sufficient documentation supporting member's qualification (i.e. FITREPS) for the NEC as per the current NEC manual. You need to be a Chief, Senior Chief or Master Chief in the Following ratings (AD, AE, AF, AM, AME, AD, AS, AT, AV, AW, AWF, AZ, PR), complete the required course of instruction (CIN C-600-3210 CDP's 07JE, 07RB, 07RC, 5360, 5361, 5362, 5365).

Requirements for 770B NEC are: To acquire the 770B NEC, you must be a Chief, Senior Chief or Master Chief who has completed the course of instruction. Submit documentation of completed prerequisite to

NEC FAQs

PERS-4013C. PERS-4013C will then review the request and liaison with the respective Enlisted Community Manager for final decision.

Requirements for 724B NEC are: To acquire the 724B NEC, you must be a Senior Chief or Master Chief who, while as an E8/E9, has held one or more of the following billets for a total of 12 months (in any combination). Qualifying billets are Maintenance Control Supervisor, Production Control Supervisor, and Quality Assurance Supervisor.

Submit documentation of completed prerequisite billet (i.e. FITREPS) and course completion letter/certificate to PERS-4013C. PERS-4013C will then review the request and liaison with the respective Enlisted Community Manager for final decision.

[Back to Top](#)

9. *Who has to sign the NEC Change Request Form for removals?*

All NEC removal request must be signed by the Commanding Officer/Officer in Charge regardless of the reason for the removal. Any requests for NEC removals without CO/OIC endorsement will be disapproved and returned.

[Back to Top](#)

10. *What kind of documentation is required for the removal of a NEC?*

Documentation required for the removal of an NEC include the following: EVALS/FITREPS showing adverse performance, report chits, page 7s, etc.

[Back to Top](#)

11. *How do I change / remove a member's DNEC?*

The NEC Change Request Form is not to be used for DNEC changes or removals. DNEC changes should be requested via phone call or letter to your command's Readiness Placement Coordinator.

[Back to Top](#)

12. *Do I need to provide any documentation for OJT awardable NECs?*

Most OJT awardable NECs do require supporting documentation; however, there are a few OJT NECs that do not require supporting documentation, i.e. NEC W22A. Please refer to the NAVPERS 18068F Volume II (NEC Manual) for more information.

[Back to Top](#)

13. *How often is the NEC Manual updated?*

NEC FAQs

The NEC Manual is updated quarterly in January, April, July and October and can be located on the NPC website.

[Back to Top](#)

14. *How do I obtain a copy of the latest NEC manual?*

The link to the NEC Manual is available on NEC Information page of the website.

[Back to Top](#)

15. *Do I need to submit a request to have any NECs removed upon rating conversion?*

No. Upon rating conversion, all "out of source rate" NECs are removed.

[Back to Top](#)

16. *I am a Hospital Corpsman and I want to remove my NEC, who do I contact?*

Contact your detailer and submit a NAVPERS 1221/6, signed by your Commanding Officer, to the Enlisted Community Manager for HMs.

EMAIL ADDRESS FOR HM ECMs: hm_ecm@navy.mil