

Admin Officer Guide: Navy Officer Billet Classifications (NOBCs)/ Additional Qualification Designation (AQDs) Codes

INTRODUCTION

Officers within the U.S. Navy are assigned to a primary billet by command to perform a specific job. This assignment, otherwise known as a billet sequence code (BSC), is a five-digit, ascending sequence of numbers determined by manpower budget submitting office's (BSO) and/or activities to organizationally structure manpower positions, organizational headers, and notes. Basically, this is how the Navy budgets, tracks, and assigns it work within the service.

But, as each of us already know, we are often assigned "additional" duties to support the command's mission. Our primary duty as Admin LDOs/CWOs is to provide administrative and pay/personnel expertise. However, we may be called to serve as a Legal Officer, Educational Services Officer, Personnel Officer, Ship's Secretary, etc. and earn, for example, qualifications, such as Office of the Deck (in-port/underway), Conning Officer, and Command Duty Officer. It is important you document these experiences and qualifications in your permanent record for administration screenings and promotion board purposes. More importantly, in your role as an administrative subject matter expert, you may be asked by fellow officers how they too can update their record – knowledge is power!

OVERVIEW

The Manual of Navy Officer Manpower and Personnel Classification Major Code Structures, NAVPERS 15839I (updated July 2023), is also referred to as the Navy Officer Occupational Classification System (NOOCS). The Navy uses this system to identify skills, education, training, experience, and capabilities related to both officer personnel and manpower requirements. This system consists of code structures that form the basis for officer manpower management and officer personnel procurement, training, promotion, distribution, career development, and mobilization. There are four subsystems of NOOCS: Designator/Grade, Subspecialty, Navy Officer Billet Classification (NOBC), and Additional Qualification Designation (AQD) Codes. For the purposes of this guide, we will focus on NOBCs and AQDs.

NAVY OFFICER BILLET CLASSIFICATION

The NOBC structure functionally describes general occupational duties, and identifies officer billet requirements and officer occupational experience acquired through billet experience or through a combination of education and experience.

- An NOBC is not meant to cover every duty required of the job nor is every duty listed necessarily a requirement of the billet. It consists of a four-digit code, long and short title, and a definition.
 - First digit: Field
 - Second digit: Group within the field
 - Third/Fourth digit: Specific billet classification within the group
- Every active duty officer is assigned an NOBC, which is located on the first column of the Officer Distribution Control Report that transfers automatically to the officer's record.
- An officer may hold a maximum of 30 NOBCs.

NOBCs for Admin LDOs and Ship's Clerks can range from various fields found from within the NOOCS Manual. Fitness Reports (FITREP) are the driving supporting documentation when capturing an officer's performance to merit the awarding of an NOBC.

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- Example: an officer is in charge of maintaining a Temporary Additional Duty Travel Target (TADTAR) budget for their command. While this may not be their primary duty, their FITREP should illustrate their performance in maintaining the TADTAR budget and for “X” number of months and speak directly to the requirements outlined in the NOBC. Specifically, NOBC 1025 is the Budget Officer NOBC and identifies that the member “plans and administers budget of naval activity.”

Additional NOBCs to consider are Administrative Officer (2615), Educational Services Officer (3230), Ship’s Secretary (9286), Legal Officer (2591), Flag Secretary (9082), etc. There are several others that can be obtained. Reviewing the NOOCS Manual Volume I PART C will provide the entire list.

Note: No single enterprise or designator has cognizance over an NOBC, unless explicitly specified in writing. For example, junior aviators or surface warfare officers may serve as an Administrative Officer in a squadron or small ship.

So how do you get NOBCs updated on your Officer Data Card (ODC)? Submit your request to the MyNavy Career Center (MNCC) with supporting documentation. As previously stated, your FITREPs are the best documentation to illustrate that you have met the requirements for an NOBC. A letter of designation by the Commanding Officer may also suffice. Utilize the following format in an email to askmncc@navy.mil:

- Assignment Dates: YYMMDD – YYMMDD
- NOBC Title: (per the NOOCS Manual)
- NOBC: XXXX (four-digit number per NOOCS Manual)
- MOS: XX (per FITREPs)
- Attach supporting documentation to the email request

Requests to update block 91 or your ODC should be submitted after completion of each duty assignment.

ADDITIONAL QUALIFICATION DESIGNATION CODES

NOOCS Manual, Volume 1, PART D addresses AQD codes. The structure of AQDs (1) identifies additional qualifications, skills, and knowledge required to perform duties and/or functions of a billet beyond billet designator, grade, NOBC, or subspecialty; (2) identifies billets that provide unique qualifications for the billet incumbent; and (3) facilitates retrieval of management information required to support more precise officer personnel planning.

- AQD codes consist of three characters:
 - First character: Identifies broad occupational area closely related to designator
 - Second character: Specifies the type of qualification within the occupational area
 - Third character: Further defines the qualification
- Billet AQD. When an AQD is applied to a billet on a manpower authorization it identifies the skills and knowledge required to perform the duties and/or functions required of that billet.
- Officer AQD. When entered into an officer’s record, the code identifies the requisite skills and knowledge the officer has attained.

Specific to Admin LDOs and Ship's Clerks, potential AQDs available include, but are not limited to, Division Officer (CA1-6), Department Head (CB1-6), Officer-in-Charge (CD1-6), Qualified Officer of the Deck (LB2), and Command Qualification Eligible (2D1).

Note: No single enterprise or designator has cognizance over an AQD, unless explicitly specified in writing. For example, all officer designators may serve in a department ashore billet and earn the CB series AQD.

Entering AQDs into your ODC can be accomplished through the detailer. Much like NOBCs, your FITREPs and letters of designation may be used to document you have met the requirements for attainment. Keep in mind, some AQDs require more than just your FITREP or letter of designation. The command qualification, for example, requires completion of a Personnel Qualification Standard (PQS) and a command oral board. In this case, once completed, provide the PQS and oral board letter to your detailer. Your submission will be reviewed by PERS-414 (Surface/General Line and Staff LDO/CWO Branch Head), and if all requirements have been met, the 2D1 AQD will be added to block 72 of your ODC.

REFERENCES

MyNavyHR Navy Officer Manpower and Personnel Classifications

<https://www.mynavyhr.navy.mil/References/NOOCS-Manual/>

MyNavyHR Career Pattern Sheets

<https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Career-Pattern-Sheets/>

COMNAVSURFPACINST 1412.3A CH-1/COMNAVSURFLANTINST 1412.3A CH-1: Surface Limited Duty Officer Command Qualification Program for Command Ashore

[https://flankspeed.sharepoint-mil.us/sites/CPF-CNSP-](https://flankspeed.sharepoint-mil.us/sites/CPF-CNSP-HQ/directives/Forms/Active.aspx?id=%2Fsites%2FCPF%2DCNSP%2DHQ%2Fdirectives%2F1412%2E3A%20CH%2D1%2Epdf&parent=%2Fsites%2FCPF%2DCNSP%2DHQ%2Fdirectives)

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